Position Title: Research Assistant for the Language and Global Issues Summer Institute.

Who should apply?
The Language and Global Issues Summer Institute is a three-week residential summer camp open to current high school sophomores and juniors interested in languages and global issues. Research Assistants work closely with participants as they spend the morning speaking and practicing French or Spanish and in the afternoon as they discuss global issues. Applicants should be energetic and passionate about helping students use foreign language in daily life.

Position Schedule:
• The LGISI Research Assistant Position is full time for the duration of the 3-week pre-college program
• Program Dates: July 3 – July 22. A mandatory training will take place on July 5.

Benefits of the Position:
This position pays a stipend of $1,200, and also includes a single room and board plan (when the dining hall is open) for the duration of the program session. Research Assistants will also have the ability to participate in activities and weekend trips.

Responsible to:
• Faculty Assigned
• Jeremy Updike, Director, Summer Academic Programs

Qualifications and Requirements:
This position is open to current Sophomores, Juniors, and Seniors.
• Applicants must possess advanced competency in either French or Spanish.
• Applicants must have an interest in working with high school juniors and seniors and possess the ability to help and mentor the students.
• Applicants should model appropriate behavior and time management skills.

Desired Qualifications:
• Prior experience working with middle or high school students.
• A passion for Carleton and what we can offer each individual student.
• Past experiences at camps or pre-college programs.
• Ability to drive a campus vehicle.
Responsibilities:

- Conduct one-on-one conversation sessions daily.
- Attend morning language classes where they will assist with instruction and practice in the target language.
- Lead small-group discussions as part of the Global Issues class.
- Advise students on their Global Issues group projects.
- Help students with readings or other homework from the language and Global Issues classes.
- Maintain order. Research Assistants are role models for our students. They are responsible for making sure all rules are followed, and they are committed to keeping all students safe.
- Facilitate group discussions. To accurately give the students a pre-college experience we must create safe and welcoming environments to encourage both academic and personal growth. Research Assistants will be trained in facilitation and may be teamed up with a Dorm Counselor to run evening discussions with small groups of students.
- Assist with and be responsible for following emergency protocols.

Questions?
Thank you for considering the Research Assistant position. We are looking for a fun, driven, and excited summer staff. If you are interested in the position please apply on our website and pay close attention to the application dates.

Any questions on the position should be directed to:
Amanda Williams, ex:4038, awilliams@carleton.edu

For more information on the Summer Academic Programs visit our website at go.carleton.edu/summer.