**Position Title:** Research Assistant for the Carleton Summer Humanities Institute.

**Who should apply?**
The Carleton Summer Humanities Institute is a 3-week residential program. Over the three weeks, the high-school participants will develop and present interdisciplinary, guided research projects in Renaissance History, Shakespearean Drama, and the History of Mapmaking and will acquire and learn to use effectively tools and techniques of research, interpretation, and presentation essential to achieve the goals of humanistic research: complex, rich, evidence-based understanding of individuals and societies. Research Assistants work closely with participants as they learn to think and write like college students as they pursue and complete a collaborative guided research project. Research Assistants also assist SHI faculty with in-class and extracurricular activities. Applicants should be energetic, interested in humanistic research and/or dramatic performance, and passionate about helping students learn.

**Position Schedule:**
- The SHI Research Assistant Position is full time for the duration of the 3-week pre-college program. Research Assistants will assist one guided research group for the duration of their session.
- Position Dates: July 21 – August 10, a mandatory training will take place on July 21

**Benefits of the Position:**
This position has been traditionally paid with a stipend, but may be switching to hourly pay. Updated salary information will be available soon. The position 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 be expected to participate in activities and weekend trips.

**Responsible to:**
- One of the following: William North (History), Victoria Morse (History of Cartography), and Pierre Hecker (Shakespeare and Drama)
- William North, Director, Summer Humanities Institute
- Katie Lauer, Interim Director, Summer Academic Programs

**Qualifications and Requirements**
This position is open to current Sophomores, Juniors, and Seniors, and, in exceptional cases, rising Sophomores.
- 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**
- A passion for Carleton and what we can offer each individual student.
- Experience in and passion for the humanities; experience in relevant disciplines a plus.
• Experience working with Middle or High School students.
• Past mentoring experiences on campus, in the community, or at Camps or Pre-college programs.
• Ability to drive a campus vehicle.

Responsibilities:

• Collaborate with faculty in supporting student research projects.
• Support students actively at every stage of the research process and model good research techniques.
• Model mature behavior and attitude. Research Assistants are role models for our students, they are responsible for making sure all rules are followed, and they are committed to keep 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 on 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, motivated, and excited summer staff. If you are interested in the position please apply on our website and pay close attention to the application dates.

Applicants should complete their application form by April 13, 2018. The application is available at go.carleton.edu/summer.

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

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