SLAI Office Assistant Position Description
(Term Position) 2023-24

Position Title: SLAI Office Assistant

Position Schedule and Benefits:
- Winter, Spring terms with option for summer employment.
- This position is open to currently enrolled Carleton students.
- Scheduled term work hours will be weekdays between 8am – 5pm in the SLAI Office at Bird House, some flexibility available.

Summer Extension Details
- Program and Community Assistant Position (PACA)
- A Summer Room & Board plan while programs are in session
- Off campus meals and trips
- Advanced training for policies and customer service
- A fun summer work environment

Responsible to:
- Erin Arntson, Programs Coordinator, Summer Liberal Arts Institute (SLAI)
- Other SLAI Staff

Qualifications and Requirements:
This position is open to current Carleton students. Previously employed PACAs and students who are alumni of a Carleton Summer Program are encouraged to apply.
- Applicants should model leadership and time management skills.
- Applicants should be available to start working during winter term.
- Applicants must be able to accurately enter data, type, and file.
- Applicants must have excellent organization, time management skills, and they must be flexible and able to work in a team based atmosphere.

Term Responsibilities:
Office Skills
Assist the SLAI Professional Staff by answering emails, responding to student requests, and uploading student application materials. Office Assistants will also use Slate software to help process summer student applications.

Student Communication Responsibilities
Assist the SLAI Office in communicating with past SLAI students at Carleton. Plan activities including finals week coffee breaks and assist during recruitment events.

Special Projects
Join the team for meetings to discuss the delegation of special projects. Projects could include application processing, material creation, summer event planning, or database updates and management.

Any questions on the position should be directed to: Erin Arntson, ex:4097, earntson@carleton.edu
Application review will begin October 30, 2023. The position will stay posted until it is filled. The application is available at www.carleton.edu/summer/employment/.

Information on the summer employment extension of this position can be found on the next page.
Program and Community Assistant Responsibilities (we'll train you):

**Leadership**

Work independently on special projects, lead events, and represent Carleton to all outside individuals. Demonstrate a commitment to maintaining order and making sure students are following proper procedures and program rules.

**Office Skills**

Print and prepare professional documents for conference and high school participants. Use software programs such as Microsoft Office, Filemaker Pro, OnBase, Canva, and Animoto to assist in making and updating conference materials. Learn to operate a copy machine to process and collate documents.

**Program and Event Management**

Manage projects assigned by multiple faculty and teachers, share daily duties with other staff and keep your spaces organized and clean, and inventory different items that Summer Programs uses yearly. Plan activities and events of interest to participants and manage a small programming budget.

**Project Management**

Utilize a task management system to track new projects, progress on current projects, and learn the overall structure of an office.

**Customer Service**

Communicate with participants, parents, community members, and address concerns using customer service skills. More specifically, answer emails and phone calls concerning a specific area of responsibility. Track payments and communicate with professional staff on database concerns and projects. Manage a specific area at event check-in and maintain the organization, cleanliness, and structure of the location.

**Teamwork**

Learn to balance your energy and patience on a team that works in a small space to accomplish large events. With guidance, work with your team to successfully work through any concerns and build relationships. Attend and participate in weekly team meetings.

**Other duties as assigned.**

**Additional Summer Information**

Our Program and Community Assistant summer position requires a large time commitment both in and out of the office, amounting to approximately 40 hours per week. However, the specific days and hours a student works will vary week to week and will include many evenings and most weekends. While specific duties vary from program to program throughout the summer, the time and attention of our student staff is almost always in demand. Some days, students will spend the majority of their day in the office preparing materials for upcoming programs; other days they will be preparing coffee breaks, running errands, organizing/attending events, or organizing/attending activities & field trips. No additional employment or off-campus commitments are permitted for the duration of your employment as a PACA.