Chaplain’s Associate (CA)/Peer Leader Positions

The Chaplain’s Associates are a vital part of the team working to enhance religious diversity and to deepen spiritual and ethical life on the Carleton campus.

- Attend weekly staff meetings with the other CAs and the Chaplain to plan services, activities, and to share ideas.
- Work on special projects as assigned each term. Based on the CA’s interest, such projects might include leading a discussion, meditation, or scripture study group; preaching at Chapel; facilitating Chapel-sponsored social events, service projects or social justice activities; or arranging for “religious road trips.” Other projects form in response to the talents, interests, and imaginations of Chaplain’s Associates.
- Work one to two hours per week in the Office of the Chaplain to help with the details of promoting religious life at Carleton, such as preparation for religious activities and events and publicity.
- Attend and serve as ushers at weekly Chapel services, memorial services, and other special events.
- Assist in facilitating student leadership and participation in services.
- Prepare food and refreshments, do cleanup, set up microphones and other equipment, and prepare publicity for weekly Chapel services and other special services.
- Meet with representatives of specific student religious groups on a regular basis to inform them of Chapel resources, events and activities. Keep the Chaplain informed about various student religious group events and activities.
- Assume responsibility for other tasks as assigned on an “as needed” basis.
- A Chaplain’s Associate should be attentive to the religious, spiritual, and ethical needs of the campus, and be supportive of religious diversity without compromising their own convictions. A Chaplain’s Associate must possess initiative, openness to the new or unfamiliar, a willingness to share and speak out on their own faith, an ability to listen to others, and an eagerness to grow.
- Chaplain’s Associates work 5-10 hours/week.

Application Procedure: Resume, Cover Letter

As a guide, your cover letter can address the following:

1. What has been your previous involvement with the Chaplain’s Office, if any, and what inspired you to apply for the CA role?
2. What excites you most about being a Chaplain’s Associate? Are there particular ideas you have about what you hope to do in the position?
3. How do you hope to grow personally or professionally by working here?

Cover Letters should be addressed to:
Chaplain Carolyn Fure-Slocum
Carleton College Chapel
1 North College Street
Northfield, MN 55057
IMPORTANT DATES/DEADLINES

The application is a two-step process:

1.) Submit the Peer Leader Common Application ONCE. This application will apply to any Peer Leader positions that you wish to apply for. The application will be live March 1st to 31st.

2.) Submit your resume and cover letter through Handshake for each position that you are applying for. The Handshake link to the Chaplain's Associate job description and application is here.
   - Application deadline: Thursday, March 31 – 11:59pm Central Time (via Handshake)
   - Zoom interviews will occur April 4 - April 15.
   - If you will be away in the spring, applications are due by Sunday, March 6th at 11:59pm CT (via Handshake). Interviews will take place in the last week of winter term.
   - We will be back in touch with applicants during 4th week of spring term.
   - Peer Leader Orientation: evening of Tuesday, May 10.

NOTE: Due to the level of CA responsibilities and volume of content delivered during Fall training, first time CAs must be on campus fall term 2022 and commit to attending all of fall training to be considered for employment.

QUESTIONS: Contact Carolyn Fure-Slocum (cfureslo@carleton.edu)