

**Position Title:** Program and Community Assistant (PACA) for the Summer Liberal Arts Institute (SLAI)

## Position Schedule and Benefits:

- **Full Time, Paid Employment:** Summer – 40 hours a week (Part time spring position also available)
- **Position Dates: June 17 – July 27, 2024**
  - August 3 end date is possible
- Air conditioned housing and dining hall meal plan (when available) covered while employed by our office.
- Off campus meals and trips
- Advanced training for policies, customer service, and program development
- A fun summer work environment
- Approved drivers may drive summer golf carts and vehicles

## Responsible to:

- Erin Arntson, Coordinator, SLAI
- Allie Lyman, Assistant Director, SLAI

## Position Benefits

This position will be paid salaried non-exempt at a rate of \$510/week\*, which breaks down to \$12.75/hr\* for the term of employment. This position includes an air-conditioned room and summer meal plan (when the dining hall is open and the student is employed by SLAI). There will be some periods of time where meals will not be covered by your employment, and SLAI will provide a detailed schedule at the beginning of the summer to identify those periods. PACAs will also have the ability to participate in activities and weekend trips.

*\*Pay rates are not yet finalized for the summer of 2024*

## Qualifications and Requirements:

This position is open to all current Carleton students. Those who are alumni of a Carleton Summer Program are especially encouraged to apply. Both academic and conduct checks will be done to verify the student's good standing at the College.

- Applicants should model leadership and time management skills.
- Applicants should be available to start working in June and will work in the office until the end of July
- PACAs must be able to accurately enter data, type, and file.
- PACAs must have excellent organization, and they must be flexible and able to work in a team-based atmosphere.

## Desired Qualifications:

- Demonstrated success in a Peer Leadership Role
- Previous campus employment
- Knowledge of procedures/protocols for on-campus emergencies.
- Preference will be given to applicants who are able/eligible to drive college vehicles.

## Summer Responsibilities (we'll train you):

### Leadership and Teamwork

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

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

### Office Skills and Project Management

Print and prepare professional documents for conference and high school participants. Use software programs such as Microsoft Office, Filemaker Pro, Slate, Cvent, Moodle and Canva to assist in making and updating conference

materials. Learn to operate a copy machine to process and collate documents. Manage projects assigned by multiple faculty and teachers, share daily duties with other staff, and keep your spaces organized and clean. Inventory and itemize different items that SLAI uses yearly.

### Customer Service

Communicate with participants, parents, community members, and address concerns using customer service skills. PACAs may even 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-ins and maintain the organization, cleanliness, and structure of the location.

### Activities and Event Management

Supervise (or Co-Supervise) a floor of ~20 pre-college students – including check-ins, on-call responsibilities, and relationship building. Plan activities and events of interest to participants and manage a small programming budget. Supervise and ensure the safety of pre-college students on weekend off-campus field trips. Have fun and enjoy your summer at Carleton by running events on campus for different summer groups.

### Other duties as assigned.

### Expectations of a PACA:

- PACAs are expected to rotate being 'on-call' in twenty-four hour shifts during some programs. The 'on-call' PACA must be on campus, especially in the evening/at night, so that they are available to participants as needed. *At no time should all PACAs be off campus at the same time while programs are in session unless prior approval has been given by the Director.*
- PACAs are representatives of Carleton College and are expected to conduct themselves in a manner that reflects credit on themselves and the College at all times.
- PACAs are expected to treat their co-workers with respect, support each other in their work, maintain a positive attitude, provide assistance to each other as needed both in the office and during the evenings and weekends, and consistently act as a positive representative of Carleton College.
- PACAs are expected to refrain from hosting overnight guests while they are housed in the same building with program participants.

### Additional Information

The PACA position requires a large time commitment both in and out of the office. They generally work approximately 40 hours per week, however, the specific days and hours a PACA 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 a PACA is almost always in demand. Some days, PACAs will spend the majority of their day in the office preparing materials for upcoming programs; other days, they will be checking in with their students, 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.

Any questions about the position should be directed to: Erin Arntson, ex:4097, [earntson@carleton.edu](mailto:earntson@carleton.edu).

For more information about the Summer Liberal Arts Institute, visit our website at [carleton.edu/summer](http://carleton.edu/summer).

**Priority will be given to applications received before February 11, 2024. The application is available at [www.carleton.edu/summer/employment/](http://www.carleton.edu/summer/employment/).**

Applications will be reviewed on a rolling basis after February 11 until the **final deadline of April 1, 2024.**