

Summer Job Opportunities 2011

Desk Clerk

Position starts 6/15/2011 to 8/5/2011. General Duties include: oversee operations of front desks, greet and register guests, issue room keys, collect fees, and problem solving. The schedule for this job varies from week to week, depending on what camps are on campus. Hours could be from 0 - 40 per week.

Wellness Center Desk Clerk position starts 6/7/2011 to 9/11/2011. Hours of work include: 6:00 am - 8:00 am, 8:00 am - 12:00 pm, and 12:00 pm - 4:00 pm. Wellness Center Desk Clerk control's access to the Wellness Center and manages the entrance area of the building.

Paint Helper

Position starts 6/6/2011 to 9/9/2011. General duties include, but are not limited to: wash, sand, and scrape surfaces; paint/stain interior walls, ceilings, floors, woodwork, etc.; paint/stain exterior porches, railings, decks, etc.; any plaster or repair damaged areas on interior walls and ceilings. Hours of work are 7:00 a.m. – 3:30 p.m. Must be able to lift 50 lbs. and stand on a ladder. Must be able to tolerate dust, sawdust, paint and varnish smells. Ability to perform physical labor including: heavy lifting, bending, stooping, twisting and other motions.

Maintenance Helper

Position starts 6/6/2011 to 9/9/2011. General duties include, but are not limited to: painting/varnishing; moving furniture and miscellaneous items; cleaning vents; changing filters; cleaning exterior lights; working with concrete/pavers/brick work; replacing ceiling tiles; assisting with remodeling projects; assisting tradesmen; assisting grounds dept. as needed; general cleaning. Hours of work are 7:00 a.m. – 3:30 p.m. Must be able to lift 50 lbs. and stand on a ladder. Must be able to tolerate dust, sawdust, paint and varnish smells. Ability to perform physical labor including: heavy lifting, bending, stooping, twisting and other motions.

Material Handling Helper

Position starts 6/6/2011 to 9/9/2011. General duties include, but are not limited to: assist with campus deliveries; move furniture and miscellaneous items; assist with event set ups and take downs; maintain the campus fleet. Hours of work are 7:00 a.m. – 3:30 p.m. Must have a driver's license and be a registered L.U. driver. Must be able to lift 50 lbs. Ability to perform physical labor including: heavy lifting, bending, stooping, twisting and other motions.

Custodial Helper

Position starts 6/6/2011 to 9/9/2011. General duties include, but are not limited to: Clean and maintain all hard floor surfaces; strip, seal, wax, buff, dust, mop, sweep, wet mop; clean and maintain all carpeted surfaces including floors and upholstery; vacuum, spot clean; clean all restrooms, showers and/or locker rooms; replenish any and all dispensers (paper, soap, etc.); clean all interior surfaces and areas in campus buildings, including: furniture, vacant student rooms, offices, classrooms, labs, lecture halls, hallways, common areas, entrances, windows, ceilings, walls, stairwells, etc.; remove and properly dispose of all trash and recyclables; make minor repairs; turn over resident rooms for summer guests; clean windows inside and outside of buildings; pick up trash outside of building as needed. Hours of work are 6:00 a.m. – 12:00 p.m. Must be able to lift 50 lbs. Ability to perform physical labor including: heavy lifting, bending, stooping, twisting, and other motions.

Grounds Helper

Position starts 6/6/2011 to 9/9/2011. General duties include, but are not limited to: cutting grass; weed whipping; roto tilling; raking; spreading mulch; picking up trash; picking up branches/twigs; picking weeds out of flower beds; pruning hedges/bushes. Hours of work are 6:00 a.m. – 2:30 p.m. Must be able to lift 50 lbs. Ability to perform physical labor including: heavy lifting, bending, stooping, twisting and other motions.

Summer Admissions Staff

Position starts 6/6/2011 to 9/16/2011. General duties include, but are not limited to: guiding for Alumni tours, private college week, and Visit Days as well as other Admissions events; assist with small group tours and other special tours when needed; participate in student panels; front (reception) desk coverage; large mailings; filing; data entry projects; assist Financial Aid with filing and other projects as needed; approximately 6 hours of prospective student calling a week (if needed). Hours of work are 8:00 a.m. – 4:00 p.m. Qualifications include: public speaking (giving tours etc.), organization, customer service.

Lifeguard

Position starts 6/7/2011 to 9/11/2011. Hours of work include the following shifts: 6:00 am - 8:00 am, 8:00 am - 12:00 pm, and 12:00 pm - 4:00pm. Must have current lifeguard certification.