Summer Job Opportunities 2013

**Summer Paint Helper (10 positions)**
Position starts 6/10/2013 to 9/7/2013. There are 30 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:00 p.m. and Friday as needed. 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.
Qualifications:
- 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.

**Summer Maintenance Helper (10 positions)**
Position starts 6/10/2013 to 9/7/2013. There are 30 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:00 p.m. and Friday as needed. Please note there may be occasional days off due to the scheduling of our tradesmen. 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
Qualifications:
- 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.

**Summer Material Handling Helper (4 positions)**
Position starts 6/10/2013 to 9/7/2013. Scheduled 37.5 hours per week; Hours of work are Monday-Friday 7:00 a.m. – 3:00 p.m. 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
Qualifications:
- 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.
**Summer Custodial Helper (15 positions)**
Position starts 6/1/2013 to 9/7/2013. Scheduled 30 hours per week; Hours of work are Monday-Friday 6:00 a.m. – 12:00 p.m. 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 and 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.

Qualifications:
- Must be able to lift 50 lbs.
- Ability to perform physical labor including: heavy lifting, bending, stooping, twisting, and other motions.

**Summer Custodial Helper Team Leader (2 positions)**
Position starts 6/10/2013 and ends 9/7/2013. Scheduled 35 hours per week; Hours of work are Monday-Friday, 6:00 a.m. – 1:30 p.m. (hours may be subject to change as needed). Custodial Team Leaders are responsible for assisting regular staff, keeping track of work performed and completed, assist in scheduling of student workers, keep track of and reporting student workers absences & tardiness as well as any job performance concerns to supervisor and or custodial team leader. Tasks will not be limited to just supervision but also cleaning and other duties as assigned. Cleaning duties as assigned, 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 and spot clean
- Clean all restrooms, showers and/or locker rooms – Replenish any and all dispensers (paper, soap, etc.), Washing inside/outside windows
- 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, other duties as assigned.

Qualifications:
- Must be able to lift 50 lbs.
- Ability to perform physical labor in hot dusty environments including: heavy lifting, bending, stooping, twisting, and other motions.
- Must be dependable, reliable, honest, trustworthy and punctual as well as lead student workers by setting a positive example.
**Summer Grounds Helper (7 positions)**

Position starts 6/10/2013 to 9/7/2013. Scheduled 32 hours per week; Hours of work are Monday-Thursday, 6:00 a.m. – 2:30 p.m. General duties include, but are not limited to:

- Cutting grass, weed whipping, root tilling and raking
- Spreading mulch
- Picking up trash, picking up branches/twigs, picking weeds out of flower beds
- Pruning hedges/bushes

Qualifications:
- Must be able to lift 50 lbs.
- Ability to perform physical labor including: heavy lifting, bending, stooping, twisting and other motions.

**Summer Desk Clerk – ACE (16 positions)**

Position starts 6/13/2013 and ends 6/16/2013. Scheduled 18 hours; Hours vary: Thursday 12 pm – 12 am; Friday and Saturday 12 am – 11:59 pm; and Sunday 12 am – 12 pm. Duties include:

- Greet reunion guests
- Check-in and Check-out of residence hall, issue keys and answer questions our guests may have
- Other duties as assigned.

Qualifications:
- Must be personable, a problem-solver and be able to work under minimal supervision.

**Summer Shuttle Van Drive – ACE (3 positions)**

Position starts 6/13/2013 and ends 6/16/2013. Scheduled 15 hours; Hours are Thursday 4:30 pm – 9 pm, Friday and Saturday 7 am – 9 pm, and Sunday 5 am – 4 pm. Duties include:

- Pick up reunion guests up at the airport and drop them off at their respective residence hall or campus center; Return guests to the airport on Sunday
- We may also need van drivers for a day trip to Bjorklunden on Sunday.

Qualifications:
- Must be 21 and an authorized driver and must be available on-call.

**Summer Porter – ACE (4 positions)**

Position starts 6/12/2013 and ends 6/16/2013. Scheduled 20 hours; Hours are Wednesday 4 pm – 8 pm, Thursday 11:45 am – 6 pm, Friday 8 am- 5:30 pm, Saturday 8 am – 12 pm, and Sunday 7 am – 12 pm. Duties include, but are not limited to:

- Unload and carry reunion guests luggage to their rooms.

Qualifications:
- Must be able to carry 40-50 lbs.

**Summer Golf Cart Driver – ACE (12 positions)**

Position starts 6/14/2013 and ends 6/16/2013. Scheduled 10 hours; Hours are Friday-Saturday 8 am – 11 pm. Duties include:

- Responsible for shuttling reunion guests around campus.

Qualifications:
- Must be able to drive a golf cart
- Also must be outgoing, but also be firm with reunion guests that request rides off campus.

Special equipment used: Golf Cart (Golf Cart training will be provided)
Summer Babysitter – ACE (# of positions depend on requests)
Position starts 6/14/2013 and ends 6/15/2013. Days of work are Friday and Saturday. Hours will vary based upon need and requests. Duties are babysitting for all age groups. Guests will pay students directly for childcare. Qualifications: have previous babysitting experience for ages infant-12 years old.

Summer Library Circulation Assistant (2 positions)
Position starts 6/9/2013 and ends 9/14/2013. Scheduled 38 hours per week; Hours of work are Monday-Friday 8 am – 4 pm and Saturday and/or Sunday as needed. Duties include:
  • Work at the library circulation desk during open hours
  • Check out materials to patrons and check in materials returned, re-shelve materials
  • Answer the telephone and assist patrons with general information and directions
  • Perform light office duties such as developing spreadsheets, recording statistics, preparing mailings.
Qualifications:
  • Must be able to lift 25 lbs. and raise arms above head to perform re-shelving tasks
  • May work in other library departments as needed
  • Currently a Lawrence enrolled student
  • Interview will be required with hiring department.
Special equipment used: Copier, printer, PC.

Summer Student Gallery Guard (4 positions)
Position starts 6/10/2013 and end 7/28/2013. Scheduled 8 hours per week; hours will vary. Duties include:
  • Responsible for guarding the gallery during open hours and evening opening receptions
  • Maintain security of artworks and exhibits
  • Open and close the gallery using the security system
  • Keep track of visitors and respond to inquiries
  • Monitor lights, temperature, and any irregularities in the galleries
Qualifications: Preference given to student studying art or art history. Must be friendly and reliable.

Summer Technical Services Assistant (1 position)
Position starts 6/10/2013 and ends 9/13/2013. Scheduled 30 hours per week; Hours are Monday-Friday, 8 am – 12 pm and 12:30 pm – 4 pm. Morning duties include:
  • Assist with library materials processing and various office duties.
Afternoon duties include:
  • Assist in the Periodicals Department sorting mail
  • Processing newspapers, shelving materials
  • Performing various tasks to help maintain the periodicals collection and working on the extensive periodicals binding projects.
Qualifications:
  • Position requires good organizational skills
  • Close attention to detail
  • Accurate keyboard skills
  • Ability to perform physical labor (standing, bending, and lifting)
Special Equipment include: computer and paper cutter.
Summer Technology Assistant (2 positions)

Position starts 6/6/2013 and ends 9/13/2013. Scheduled 40 hours per week; Hours are work are Monday-Friday 8 am to 5 pm. Duties include:

- Working with the Technology Specialists to inventory new computer equipment in addition to addressing any problems with new or existing computers on campus
- As an assistant, you will spend much of your time unboxing, tagging and setting up staff and faculty computers and printers.

Qualifications: Computer and printer experience preferred, but not mandatory.

Summer Admissions Staff (6 positions)

Position starts 6/10/2013 to 9/13/2013. Scheduled 32 – 40 hours per week; scheduled hours are as follows: Monday-Friday 9:00 am – 4:00 pm and Saturday or Sunday as needed. Duties include:

- Guiding 1-2 tours per day – Tours are approximately 90 minutes
- Guiding for Alumni Tours, Private College Week, & Visit Days as well as other Admissions events
- Assist with small group tours and other special tours when needed
- Participate in Student Panels
- Front Desk Coverage
- Switchboard Coverage
- Answering phones, opening mail, etc.
- Large mailings (folding letters and stuffing envelopes)
- Filing
- Data entry
- Reorganization of Admissions Office
- Assist Financial Aid with filing and other projects when needed
- Approximately 6 hours of Prospective student calling a week (if needed)
- Reading Tour Guide Manual and Admissions Publications - knowing all the relevant and fun Lawrence University facts
- Specific projects in areas of focus based on counselor needs
- Other duties as assigned.

Qualifications:

- Students are expected to follow an acceptable dress code for summer work.
- If planning to take vacation or a later start/early end date is needed, this should be disclosed upon application.
- If hired, you will be expected to go through training after spring break (this does not apply to current tour guides).
- Interview will be required with Admissions.
- Please fill an Admissions application form in addition to summer employment application form.
Summer Lifeguard (4 positions)

Position starts 6/10/2013 to 9/6/2013. Estimated 40 work hours per week; The hours will vary depending on how many guards we have on campus, but will remain consistent once scheduled. Duties:
- Lifeguard at the pool in the Wellness Center for the YMCA practice, faculty and staff open swim, and special events.
- Lifeguards will also have other swimming pool responsibilities as assigned.
Qualifications:
- Applicants must have a valid Red Cross or similar certification for Lifeguarding, First Aid, and CPR/AED for the Professional Rescuer
Special equipment used: Rescue equipment.

Summer Financial Services Assistant (1 position)

Position starts 6/10/2013 and ends 8/31/2013. Scheduled 30 hours per week; Hours of work are Monday-Thursday 9 am to 4 pm and Friday 9 am to 12 pm. General Duties include:
- Filing, Scanning, and special projects as needed.
Qualifications:
- Familiar with Microsoft Excel
- Detail oriented
- Able to work independently
- Sensitive to confidential data.
Special Equipment used: Copier, scanner, computer, and Banner (Accounting program)

Summer Events-Desk Clerk (24 positions)

Position starts 7/11/2013 and ends early August. The schedule for this job varies from week to week, depending on what camps are on campus. Estimated 30 hours per week. General Duties include:
- Oversee operations of front desks
- Greet and register guests
- Issue room keys
- Collect fees
- Problem solving
Qualifications include:
- Responsible
- Attention to Detail
- Excellent Customer Service Skills
- Being available during scheduled camps and conferences
**Summer Events-Head Desk Clerk (1 position)**

Position starts 7/8/13 and ends early August. Hours will vary and estimated 30 hours per week. General duties include:

- Train summer desk clerks
- Do weekly desk clerk schedule
- Inventory and prepare keys
- Problem solve
- Cover shifts as needed

Qualifications:

- Strong Leadership, Creative Problem Solving Ability
- Being available at all times (on call) during scheduled camps and conferences

**Summer Communications Assistant**

Position starts 6/10/2013 to 9/6/2013. Scheduled 40 hours per week; Monday-Friday 8:00 am – 12:30 pm and 1:00 am – 4:30 pm. General duties include, but are not limited to:

- Working with online tools to assist with project management and other tasks as required

The Communications Assistant will become an important part of the Communications Team, providing assistance in one or more key functions including:

- Writing and editing
- Market research data collection and reporting
- Online analytics
- Presentation development
- Project management and assistance in the print shop
- Compiling and manipulating information for use on the LU website and/or with assisting with graphic design

Qualifications:

- Must be comfortable working on the web and with Microsoft Word
- Knowledge of WordPress and HTML (or desire to learn) and/or proficiency working with InDesign, Illustrator and Photoshop software desirable
- Proficiency in digital photography or videography/video editing and competence in social media channels including Facebook, Twitter, LinkedIn and Flickr also valuable

Special Equipment used:

- Some work with equipment in the print shop may be necessary (no special skills required)