Summer Job Opportunities 2014

FACILITY SERVICES

Summer Student Office Assistant (2 positions)
Position starts 6/16/2014 to 9/13/2014. Scheduled 30 hours per week; Hours of work are Monday-Friday, 8:00 a.m. – 4:00 p.m. This position will be using office machines such as computers, copier, scanner, printer, and telephone. General duties include, but are not limited to:

- Answering phone calls and taking messages
- Entering work orders into the computer system
- Entering time worked on work orders, photo copying, scanning documents, and filing
- Working with Microsoft Word and Excel documents
- Helping out with the van rentals, cleaning the vans as needed
- There may be times when our trades staff need din their areas of work and will assist as needed

Qualifications:
- Must be dependable, reliable, honest, trustworthy, and punctual
- Must possess strong clerical skills with attention to details

Application Instructions:
Apply online by completing the online application form.

Summer Paint Helper (10 positions)
Position starts 6/16/2014 to 9/13/2014. There are 30 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:00 p.m. 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.
- This position will be using hand tools, power tools, ladders, wet/dry vacuum, paint brushes, rollers, and fans

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.

Application Instructions:
Apply online by completing the online application form.

Summer Grounds Helper (7 positions)
Position starts 6/16/2014 to 9/13/2014. Scheduled 32 hours per week; Hours of work are Monday-Thursday, 6:00 a.m. – 2:30 p.m. This position will be using lawn mowers, weed whips, pruners, trimmers, hand tools, power tools, golf carts, and etc. 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.

Application Instructions:
Apply online by completing the online application form.
Summer General Maintenance Helper (10 positions)
Position starts 6/16/2014 to 9/13/2014. There are 30 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:00 p.m. 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.

Application Instructions:
Apply online by completing the [online application form](#).

Summer Material Handling Helper (4 positions)
Position starts 6/16/2014 to 9/13/2014. Scheduled 38 hours per week; Hours of work are Monday-Friday 7:00 a.m. – 3:00 p.m. This position will be using hand tools, power tools, pallet jacks, delivery truck, and etc. For the first week of employment, these four students will be helping out with the custodial staff and the work hours during this first week will be Monday-Friday, 6 a.m. – 1:30 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.

Application Instructions:
Apply online by completing the [online application form](#).
Summer Custodial Helper (15 positions)
Position starts 6/16/2014 to 9/13/2014. Scheduled 35 hours per week; Hours of work are Monday-Friday 6:00 a.m. – 1:30 p.m. This position will be using vacuum cleaners, mops, mop buckets, brooms, ladders, hand tools, wet/dry vacuums, etc. 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.
Application Instructions:
Apply online by completing the [online application form](#).

Summer Custodial Helper Team Leader (2 positions)
Position starts 6/16/2014 and ends 9/13/2014. 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. This position will be using vacuum, mop, mop buckets, brooms, wet/dry vacuums, ladders, hand tools, and etc. 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.
Application Instructions:
Apply online by completing the [online application form](#).
SUMMER EVENTS

Summer Events-Desk Clerk (4 positions)
Position starts 6/24/2014 and ends 8/4/2014. The schedule for this job varies from week to week, depending on what camps are on campus. Hours will typically range from 8 – 25 hours per week. There will be one week available with 40 hours. General duties include:
- Oversee operations of front desks
- Greet and register guests
- Inventory
- Prepare and issue keys
- Problem solving
Qualifications include:
- Responsible
- Must live on campus
- Attention to detail
- Excellent customer service skills
- Being available during scheduled camps and conferences
Application Instructions:
Apply online by completing the online application form.

INFORMATION TECHNOLOGY SERVICES

Summer Technology Assistant (2 positions)
Position starts 6/12/2014 and ends 9/12/2014. Scheduled 40 hours per week; Hours are work are Monday-Friday 8:00 am to 5:00 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.
- Strong communication, logic, and trouble-shooting skills.
- Must be punctual and reliable.
- Must have basic knowledge of computer hardware and software.
- Working knowledge of Microsoft Office, Internet Explorer, Outlook or similar e-mail software, and other Lawrence-specific software preferred.
- Familiarity with HP laser printers and Macintosh OS and software is a plus.
- Ability to work independently.
- Ability to lift up to 50 lbs.
- Must be customer-service oriented.
Application Instructions:
Interested students should contact Robert Konitzer (robert.konitzer@lawrence.edu) or the ITS department directly.
ATHLETICS

Summer Lifeguard (3-4 positions)
Position starts 6/16/2014 to 9/13/2014. 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 all patrons while in the pool area.
  • Lifeguards will also have other swimming pool responsibilities as assigned.
Qualifications:
  • Applicants must have a valid and current Red Cross or similar certification for Lifeguarding, First Aid, and CPR/AED for the Professional Rescuer
Special equipment used: Rescue equipment.
Application Instructions:
Interested students should contact Andrew Fleek (andrew.fleek@lawrence.edu) or the Athletics department directly to apply for the position.

ART GALLERY

Summer Student Gallery Guard (4 positions)
Position starts 6/1/2014 and end 8/17/2014. 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.
Application Instructions:
Interested students should contact Beth Zinsli (beth.a.zinsli@lawrence.edu) directly to apply for the position.

CATERING SERVICES (Bon Appetit)

Summer Catering Server (1-6 positions)
Position starts 6/27/2014 and ends 9/6/2014. Scheduled 6-8 hours per week. Hours vary and will be between 4:00pm – 6:00pm. Duties include:
  • Serve salad and entrees to wedding guests.
  • Clear plates, serve coffee, refresh beverages
  • Other duties as assigned
Qualifications:
  • Good people skills
  • Able to lift up to 20 lbs.
  • Able to follow instructions
Application Instructions:
Interested students should contact Lola Rottier (lola.rottier@cafebonappetit.com) directly to apply for the position.
COMMUNICATIONS

Summer Communications Assistant (2 positions)
Position starts 6/9/2014 to 9/5/2014. Scheduled 40 hours per week; Monday-Friday 8:00 am – 12:30 pm and 1:00 am – 4:30 pm. Alternatively, 4 half-time positions of 20 hours per week (mornings or afternoons) may be filled. The Communications Assistant will become an important part of the Communications Team, providing assistance in one or more key functions including, but are not limited to:

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

Application Instructions:
Interested students should contact Kelly Coenen (kelly.s.coenen@lawrence.edu) directly to apply for the position.

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Summer Photographer/Videographer/Editor/Production Assistant (1 part-time position as needed)
Position starts 6/9/2014 to 9/5/2014. No regular hours will be established. Rather, the position will be scheduled as needed: 5-10 hours per week. The Summer Photographer/Videographer/Editor/Production assistant will become an important part of the Communications Team, providing assistance in one or more key functions including, but are not limited to:

- Still photography
- Videography
- Video editing
- Sound recording/editing
- Photo manipulation
- Production assistance to the university videographer

Qualifications:

- Must be comfortable working on the web and with Microsoft Word
- 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
- Must be dependable

Application Instructions:
Interested students should contact Kelly Coenen (kelly.s.coenen@lawrence.edu) directly to apply for the position.
**ADMISSIONS**

**Summer Admissions Staff (6 positions)**

Position starts 6/16/2014 to 9/12/2014. Scheduled 40 hours per week; scheduled hours are as follows: Monday-Friday 8:00 am – 5:00 pm. 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.

**Application Instructions:**

Interested students should contact Nicole Buenzli ([nicole.buenzli@lawrence.edu](mailto:nicole.buenzli@lawrence.edu)) or the Admissions department directly to apply for the position.
REUNION WEEKEND

Summer Desk Clerk – Reunion Weekend (16 positions)
Position starts 6/18/2014 and ends 6/22/2014. Scheduled 18 hours; Hours vary: Thursday 12 pm – 12 am; Friday and Saturday 12 am – 11:59pm; 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.
Application Instructions:
Apply online by completing the online application form.

Summer Shuttle Van Drive – Reunion Weekend (3 positions)
Position starts 6/18/2014 and ends 6/22/2014. Scheduled 15 hours; Hours are Wednesday, 4:30 pm – 9:00 pm, Thursday 4:30 pm – 9:00 pm, Friday and Saturday 7:00 am – 9:00 pm, and Sunday 5:00 am – 4:00 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.
Application Instructions:
Apply online by completing the online application form.

Summer Porter – Reunion Weekend (4 positions)
Position starts 6/18/2014 and ends 6/22/2014. Scheduled 20 hours; Hours are Wednesday 4:00 pm – 8:00 pm, Thursday 11:45 am – 6:00 pm, Friday 8:00 am- 5:30 pm, Saturday 8:00 am – 12:00 pm, and Sunday 7:00 am – 12:00 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.
Application Instructions:
Apply online by completing the online application form.

Summer Golf Cart Driver – Reunion Weekend (12 positions)
Position starts 6/18/2014 and ends 6/22/2014. Scheduled 10 hours; Hours are Thursday-Saturday 8:00 am – 11:00 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)
Application Instructions:
Apply online by completing the online application form.
Summer Babysitter – Reunion Weekend (number of positions depend on requests)
Position starts 6/20/2014 and ends 6/22/2014. 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:
  •  previous babysitting experience for ages infant-12 years old.
Application Instructions:
Apply online by completing the [online application form].

Summer Student Supervisor – Reunion Weekend (2 positions)
Position starts 6/18/2014 and ends 6/22/2014. Scheduled 40 hours. Hours will vary. The student supervisors will assist ACE staff when needed as well as supervisor all student staff.
Qualifications:
  •  Must be responsible and able to problem solve
  •  Preference will be students who have worked previous reunion weekends
Application Instructions:
Apply online by completing the [online application form].