

ADMISSIONS

Summer Admissions Staff: Tour Guide and Office Support (6 positions available)

JOB DESCRIPTION

This position reports to Rachel Schulteis, Admissions Events Coordinator & Gaelyn Rose, Associate Director of Admissions. Duties include:

- Guiding 1-2 tours per day; tours are approximately 75 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
- Back Desk Coverage: Answering phones, opening mail, etc.
- Large mailings (folding letters and stuffing envelopes)
- Filing
- Data entry projects
- Assist Financial Aid with filing and other projects as needed
- Approximately 6 hours of Prospective student calling a week (as 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

HOURS

This position requires a commitment of approximately 35 – 40 hours per week, between the hours of 8:00am – 4:00pm Monday through Friday.

QUALIFICATIONS

- Students are expected to follow an acceptable dress code for summer work
- Reliability to work requested hours - if planning to take vacation or a later start 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)

APPLICATION INSTRUCTIONS

Please contact Rachel Schulteis in the Admissions office at rachel.j.schulteis@lawrence.edu to begin the application process for this position.

ART GALLERY

Art Gallery Guard – Summer (4 positions available)

JOB DESCRIPTION

This position reports to Beth Zinsli, Assistant Professor of Art History, Curator of the Wriston Art Center.

The primary responsibility of the gallery guards is the safety and security of the objects in the exhibitions when the galleries are open (Tuesday-Friday 10 AM to 4 PM; Saturday & Sunday 12 noon to 4 PM).

Other duties include:

- Guards make sure that visitors do not touch any of the objects on display, do not bring in food and drinks or large bags, do not use pens/makers in the galleries, and that the emergency doors are not opened.
- Guards also perform opening and closing duties for each shift and are responsible for alarming/unalarming the galleries' security system.
- The guards are free to study or read if no one is in the gallery. Guards are not allowed to leave the doors unattended during their shift.

Summer exhibitions will run through July 1 and July 13-August 19, 2018.

HOURS

This position requires a commitment of 6-8 hours per week Monday - Friday between 10am and 4pm; 12pm-4pm Saturday and Sunday.

QUALIFICATIONS

- Guards should be friendly, responsible, and attentive
- Ability to work the required hours
- Students in good standing
- Interest in visual art a plus

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Gallery Intern - Summer (1 internship available)

JOB DESCRIPTION

This position reports to Beth Zinsli, Assistant Professor of Art History, Curator of the Wriston Art Center.

Duties include:

- Conduct research on artists, artworks, cultures, and historical periods for the permanent collection
- Assist with installations, fabricate object labels, mat and frame artworks, and prepare necessary exhibition furniture
- Learn and practice safe handling, packing, and shipping of art objects and museum collections
- Prepare condition reports, conduct periodic inventories of the collection, and use passive conservation practices for proper collections care
- Receive training in database management, use PastPerfect, maintain and ensure the database is up-to-date
- Learn and perform object photography and use Photoshop for creating digital images of the collection
- Other duties related to the LU art collection as assigned

HOURS

Position will work approximately 15 hours/week between the hours of 8:00am and 5:00pm Monday – Friday.

QUALIFICATIONS

- Previous meaningful experience in a museum or gallery setting, interest in museum or arts fields
- Knowledge of the Wriston Art Galleries' exhibitions and collections
- Ability to perform light physical labor
- Strong attention to detail

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

BIOLOGY DEPARTMENT

Biology Stockroom Assistant: PART TIME - Summer (1 position available)

JOB DESCRIPTION

This position reports to a member of the Biology Department.

Duties include:

- Prepare C. elegans plates, solutions, and supplies for summer student research
- Assist with cleaning labs from the school year
- Assist with the physical inventory of biology's chemicals and supplies
- Help maintain and water the greenhouse
- Sign out chemicals and supplies to summer research students from the biology stockroom
- Assist the Biology Laboratory Supervisor and Assistant Supervisor as needed

HOURS

This position requires a commitment of 20 hours per week Monday - Friday from 8:00am – 12:00pm.

Stockroom assistants will be expected to be able to share greenhouse watering duties on the weekends and holidays.

The time worked on the weekends and holidays will be reduced from the work week time.

QUALIFICATIONS

Must be a Biology or related major; students will need to be comfortable working with the following:

- Autoclave
- Agar Dispenser
- Glassware Washer

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Biology Stockroom Assistant: FULL TIME - Summer (2 positions available)

JOB DESCRIPTION

This position reports to a member of the Biology Department.

Duties include:

- Prepare C. elegans plates, solutions, and supplies for summer student research
- Assist with cleaning labs from the school year
- Assist with the physical inventory of biology's chemicals and supplies
- Help maintain and water the greenhouse
- Sign out chemicals and supplies to summer research students from the biology stockroom
- Assist the Biology Laboratory Supervisor and Assistant Supervisor as needed

HOURS

This position requires a commitment of 40 hours per week Monday - Friday from 7:30am - 4:00pm.

Stockroom assistants will be expected to be able to share greenhouse watering duties on the weekends and holidays.

The time worked on the weekends and holidays will be reduced from the work week time.

QUALIFICATIONS

Must be a Biology or related major; students will need to be comfortable working with the following:

- Autoclave
- Agar Dispenser
- Glassware Washer

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

BJORKLUNDEN

JOB DESCRIPTION

This position reports to Kim Eckstein, Björklunden Operations Manager. Student staff assists in all aspects of the summer operation of Björklunden and perform tasks as assigned by the Björklunden staff.

These tasks include:

- All housekeeping functions in the lodge
- Administrative duties
- Waiting on tables for the seminar participants
- Assisting with kitchen duties such as cooking and cleanup
- Maintenance of the facility such as painting, lawn care, woodcutting, trail maintenance, gardening, etc.
- Students also give Chapel tours
- During the course of the summer, all students rotate through most of these tasks

HOURS

This position requires a commitment of approximately 40 hours per week.

QUALIFICATIONS

In order to perform the above tasks effectively, applicant must have:

- Good interpersonal skills
- A positive attitude about serving others
- Public speaking ability for Chapel tours
- Good work ethic

In addition to those requirements, other skills are valued and may contribute to strengthening an application:

- Cooking
- Carpentry/woodworking
- Landscaping/gardening and other manual skills
- Knowledge of the safe operation of power tools is also a valued skill

APPLICATION INSTRUCTIONS

An application consists of a cover letter, the employment application available in Alumni & Constituency Engagement (Hurvis Center), a resume that especially identifies previous work experience, 3 letters of recommendation, 2 from faculty and 1 work related references. All this material must be submitted to Sherri Immel at the office of Alumni and Constituency Engagement in the Alice G. Chapman Hall (2nd floor, Room 220) by Friday, February 16, 2018.

BON APPETIT / CATERING SERVICES

Catering Server - Summer Student Employment (8 positions available)

JOB DESCRIPTION

This position reports to Debra Walker, Catering Director.

- Serve salads, main entrees, and dessert to wedding guests
- Clear and carry trays with dishes, glassware, etc. to clearing station
- Serve coffee and water to guests
- Other duties as assigned

HOURS

This position requires a commitment of approximately 8 hours per week. Shifts are on Friday and Saturday nights between 6 pm-10 pm. Shifts may vary between 3 and 8 hours. (Specific hours vary by client).

QUALIFICATIONS

- Must have an outgoing personality, able to greet guests, professional appearance, lift heavy trays, push/pull/bend/stoop
- Must be willing to learn and thrive in a team atmosphere
- Must be willing to work every weekend
- Additional hours may be available if additional events are booked over the summer

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

CAMPUS SERVICES

Grounds/Lawn Care - Summer (4 positions)

JOB DESCRIPTION

This position reports to Jim Sternat, Grounds Manager.

Student workers will assist in grounds maintenance across campus, responsibilities may include:

- Cutting grass, line trimming, root tilling and raking
- Spreading mulch
- Picking up trash, picking up branches/twigs, picking weeds out of flower beds
- Pruning bushes, hedges, and edging walkways
- Collaborating with entire grounds team to ensure ground and buildings are properly maintained
- Taking on special landscaping or planting projects as needed

HOURS

This position requires a commitment of 32-40 hours per week Monday – Friday between 7:00am and 3:30pm.

QUALIFICATIONS

- Ability to live 50 pounds
- Ability to perform physical labor including: heavy lifting, bending, stopping, twisting, and other motions.
- Regular attendance, reliability and a strong work ethic
- Eagerness to learn and collaborate with others
- Ability to perform routine tasks without supervision
- Commitment to working safely

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Materials Management Assistant - Summer (8 positions available)

JOB DESCRIPTION

This position reports to Jon Meyer, Director of Campus Services & Robert Guzman, Materials Management Coordinator

Student workers will assist in general campus maintenance, responsibilities may include:

- Moving of Furniture
- Installation of Furniture and set ups
- General Clean-Up
- Disposing of Trash/Recycling Materials
- Inspections of Equipment and Furniture
- Shuttling of Vehicles
- Delivery of University Supplies
- Other duties as assigned

HOURS

This position requires a commitment of 32-40 hours per week Monday – Friday between 7:00am and 3:30pm.

QUALIFICATIONS

- Ability to lift 25 - 50 pounds
- Regular attendance, reliability and a strong work ethic
- Eagerness to learn and collaborate with others
- Ability to perform routine tasks without supervision
- Commitment to working safely
- Being a LU registered driver is preferred but not required.

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

DEVELOPMENT

Alumni and Constituency Engagement Intern (1 internship available)

JOB DESCRIPTION

The ACE Office is responsible for maximizing the involvement and support of alumni and other constituencies by connecting and reconnecting with aspects of the university through various outreach programs in meaningful ways. Signature ACE programs include Reunion, Lawrence Scholars, the Lawrence University Alumni Association Board of Directors, Report to the Community, a large array of regional events, and a number of engagement opportunities involving athletics, admissions and career services. Intern Reports to: Shana Shallue, Associate Director of ACE; Alice G. Chapman Hall.

The duties listed below illustrate examples of the type of work in which the intern will engage. Responsibilities and projects will vary according to needs of the department and will be tailored to the strengths and interests of the intern:

- Regional event venue & catering research
- Research alumni for alumni awards and performance opportunities
- Communication-related projects that include: Email, e-Newsletters, class notes, social media, website and Reunion Communications.
- Recruit and manage student workers for Reunion Weekend
- Research similar universities and colleges to compare programs, such as Reunion, Regional Clubs and Student Ambassador Programs
- Stewardship event support, such as the Boynton Society Gala
- Updating event budgets
- Organizing & storing event data
- Alumni interview and College Fair stewardship
- Participate in alumni engagement events, such as Reunion Weekend, Reunion Workshop, Viking Hall of Fame Dinner, and other local/regional alumni events
- There could be an opportunity to help strengthen the LSAE program (student visibility/conversation groups) if they happen to be an art/performance major

HOURS

This is a paid, one-year position and includes 30 hours per week during the summer and 10 hours per week during the academic year. Hours and schedule will be adjusted each term based on academic schedules. Occasionally, additional evening and weekend hours may be required, particularly during Reunion week and weekend.

QUALIFICATIONS

- Interest in pursuing a career in development, external relations or other non-profit work.
- High level of attention to detail.
- Strong work ethic and willingness to take ownership of assigned projects and work independently.
- Strong written communication skills are essential.
- Strong oral communication skills.
- Ability to collaborate and work collegially with others.
- Willingness and flexibility to take on projects as assigned.
- Communications, public relations, and marketing skills.
- Must maintain strong working relationships with alumni and development office staff as well as others across campus. Work professionally with alumni, parents and friends of Lawrence. Must work collegially and collaboratively with all student interns.

APPLICATION INSTRUCTIONS

Please submit resume, cover letter, and a 300-word essay on one of the following topics: why a student should attend Lawrence, why an alumnus should financially support the college, or why an alumnus should attend his or her Class Reunion to Sarah Schlichter at sarah.c.schlichter@lawrence.edu, by February 19, 2018.

There are four internship opportunities within our department. Please indicate in your application material which one(s) you are interested in and rank them if necessary. Each student intern will have the opportunity to work with staff in the Lawrence

University Offices of Alumni and Constituency Engagement (ACE), Annual Giving, Major and Planned Giving, Corporate and Foundation Relations, Donor Engagement and Research and Advancement Operations. These internships will provide valuable work experience for students interested in a career in development, alumni relations, nonprofit work, grant writing, marketing or public relations and will be tailored to the interests and goals of the intern. All interns will supervise student workers during Reunion Weekend: June 14-17, 2018.

Annual Giving, Major and Planned Giving, and Development Operations Intern (1 internship available)

JOB DESCRIPTION

Annual Giving is responsible for securing \$4 million annually from alumni, parents and friends to support the Lawrence Fund. These funds provide financial aid and support for resources and equipment that enable teaching and learning to occur at Lawrence. Major & Planned Giving cultivates donors for special projects that require higher level gifts, as well as works with donors to make plans for gifts to Lawrence through their estate. Much of their work is based on personal visits with donors, but they also conduct some direct mail and email outreach. Research and Advancement Operations is in charge of all of the data collection and report writing needs of the greater Alumni-Development department. Intern Reports to: Sarah Schlichter, Assistant Director of Annual Giving; Brokaw Hall.

The duties listed below illustrate examples of the type of work in which the intern will engage. Responsibilities and projects will vary according to needs of the department and will be tailored to the strengths and interests of the intern.

- Assist in drafting solicitation letters and emails
- Researching giving programs and projects at other institutions
- Giving Day support
- Social media
- Participate in solicitation and stewardship meetings with development staff
- Help create a photo calendar for our Founders Club level donors
- Gathering testimonials and stories from students and donors on the impact of philanthropy
- Participate in alumni engagement events, such as Reunion Weekend

HOURS

This is a paid, one-year position and includes 30 hours per week during the summer and 10 hours per week during the academic year. Hours and schedule will be adjusted each term based on academic schedules. Occasionally, additional evening and weekend hours may be required, particularly during Reunion week and weekend.

QUALIFICATIONS

- Interest in pursuing a career in development, external relations or other non-profit work.
- High level of attention to detail.
- Strong work ethic and willingness to take ownership of assigned projects and work independently.
- Strong written communication skills are essential.
- Strong oral communication skills.
- Ability to collaborate and work collegially with others.
- Willingness and flexibility to take on projects as assigned.
- Communications, public relations, and marketing skills.
- Must maintain strong working relationships with alumni and development office staff as well as others across campus. Work professionally with alumni, parents and friends of Lawrence. Must work collegially and collaboratively with all student interns.

APPLICATION INSTRUCTIONS

Please submit resume, cover letter, and a 300-word essay on one of the following topics: why a student should attend Lawrence, why an alumnus should financially support the college, or why an alumnus should attend his or her Class Reunion to Sarah Schlichter at sarah.c.schlichter@lawrence.edu, by February 19, 2018.

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work experience for students interested in a career in development, alumni relations, nonprofit work, grant writing, marketing or public relations and will be tailored to the interests and goals of the intern. All interns will supervise student workers during Reunion Weekend: June 14-17, 2018.

Corporate, Foundation, and Sponsored Research Support Intern (1 internship available)

JOB DESCRIPTION

While primarily working with the Office of Corporate, Foundation, and Sponsored Research Support (CFSR), this student intern will also have the opportunity to work closely with staff in the Offices of Alumni and Development as well. CFSR connects the college and its faculty with foundations, corporations and government agencies whose interests align with the university's mission, institutional priorities and programs. These priorities include, but are not limited to: supporting faculty research, academic programming, course development, equipment or new facilities. Intern Reports to: Anna Simeth, Associate Director of Corporate, Foundation, and Sponsored Research Support; Wilson House.

The duties listed below illustrate examples of the type of work in which the intern will engage. Responsibilities and projects will vary according to needs of the department and will be tailored to the strengths and interests of the intern.

- Researching and identifying funding opportunities
- Assisting with proposal preparation and development
- Assisting with reporting and stewardship to funders
- Managing and updating funder contact information
- Updating the CFSR website
- Supporting special projects
- Participate in alumni engagement events, such as Reunion Weekend

HOURS

This is a paid, one-year position and includes 30 hours per week during the summer and 10 hours per week during the academic year. Hours and schedule will be adjusted each term based on academic schedules. Occasionally, additional evening and weekend hours may be required, particularly during Reunion week and weekend.

QUALIFICATIONS

- Interest in pursuing a career in development, external relations or other non-profit work.
- High level of attention to detail.
- Strong work ethic and willingness to take ownership of assigned projects and work independently.
- Strong written communication skills are essential.
- Strong oral communication skills.
- Ability to collaborate and work collegially with others.
- Willingness and flexibility to take on projects as assigned.
- Communications, public relations, and marketing skills.
- Must maintain strong working relationships with alumni and development office staff as well as others across campus. Work professionally with alumni, parents and friends of Lawrence. Must work collegially and collaboratively with all student interns.

APPLICATION INSTRUCTIONS

Please submit resume, cover letter, and a 300-word essay on one of the following topics: why a student should attend Lawrence, why an alumnus should financially support the college, or why an alumnus should attend his or her Class Reunion to Sarah Schlichter at sarah.c.schlichter@lawrence.edu, by February 19, 2018.

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Office of Donor Engagement Intern (1 internship available)

JOB DESCRIPTION

Stewardship is an important part of the work of the Alumni-Development team at Lawrence University. Effective stewardship not only recognizes donors and those who support the work of the college, but also helps cultivate future gifts and engagement. While many of our programs include standardized stewardship, the Office of Donor Engagement strives to find personalized and unique ways to further engage and show appreciation for our generous supporters as opportunities arise. Intern Reports to: Amy Hutchings, Assistant Director of Donor Engagement; Alice G. Chapman Hall.

The duties listed below illustrate examples of the type of work in which the intern will engage. Responsibilities and projects will vary according to needs of the department and will be tailored to the strengths and interests of the intern.

- Writing projects: stewardship reports and other donor communications
- Collaborating with faculty and students for reporting purposes
- Taking photos for donor stewardship reports
- Designing photo books and other special projects/donor gifts
- Research: online, archives and alumni records
- Social media
- Assisting with planning and executing stewardship events, including campaign events and Gratitude Gathering
- Participate in alumni engagement events, such as Reunion Weekend and Giving Day

HOURS

This is a paid, one-year position and includes 30 hours per week during the summer and 10 hours per week during the academic year. Hours and schedule will be adjusted each term based on academic schedules. Occasionally, additional evening and weekend hours may be required, particularly during Reunion week and weekend.

QUALIFICATIONS

- Interest in pursuing a career in development, external relations or other non-profit work.
- High level of attention to detail.
- Strong work ethic and willingness to take ownership of assigned projects and work independently.
- Strong written communication skills are essential.
- Strong oral communication skills.
- Ability to collaborate and work collegially with others.
- Willingness and flexibility to take on projects as assigned.
- Communications, public relations, and marketing skills.
- Must maintain strong working relationships with alumni and development office staff as well as others across campus. Work professionally with alumni, parents and friends of Lawrence. Must work collegially and collaboratively with all student interns.

APPLICATION INSTRUCTIONS

Please submit resume, cover letter, and a 300-word essay on one of the following topics: why a student should attend Lawrence, why an alumnus should financially support the college, or why an alumnus should attend his or her Class Reunion to Sarah Schlichter at sarah.c.schlichter@lawrence.edu, by February 19, 2018.

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FACILITIES SERVICES

Facilities Electrician Assistant - Summer (2 positions)

JOB DESCRIPTION

This position reports to Joe King, Construction Project Manager.

Student workers will assist Electricians in their work, responsibilities may include:

- Changing light bulbs
- Cleaning light fixtures
- Cleaning electrical mechanical rooms
- Pulling wire
- Changing receptacles
- Assisting with the maintenance of other electrical equipment
- Other duties as assigned

HOURS

This position requires a commitment of 32 hours per week Monday – Thursday, between 7:00am and 3:30pm.

QUALIFICATIONS

- Any experience within construction or maintenance work would be helpful
- Ability to perform physical labor including heavy lifting, bending, stooping, twisting, and other motions
- Regular attendance, reliability and a strong work ethic
- Eagerness to learn and collaborate with others
- Ability to perform routine tasks without supervision
- Commitment to working safely

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Facilities Maintenance Assistant - Summer (4 positions)

JOB DESCRIPTION

This position reports to Pat Connor, Trades Manager

Student workers will assist in general maintenance duties across campus, responsibilities may include:

- 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
- Other duties as assigned

HOURS

This position requires a commitment of 32 hours per week Monday – Thursday, between 7:00am and 3:30pm.

QUALIFICATIONS

- Ability to lift 50 pounds and stand on a ladder
- Ability to tolerate dust, sawdust, paint and varnish smells
- Ability to perform physical labor including heavy lifting, bending, stooping, twisting, and other motions
- Regular attendance, reliability and a strong work ethic
- Eagerness to learn and collaborate with others
- Ability to perform routine tasks without supervision
- Commitment to working safely

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Facilities Office Assistant - Summer (1 position)

JOB DESCRIPTION

This position reports to Amy Van Schyndel, Administrative Assistant – Facility Services.

Student workers 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
- There may be times when our trades staff need in their areas of work and will assist as needed
- Other duties as assigned

HOURS

This position requires a commitment of 32 hours per week Monday – Thursday, between 7:00am and 3:30pm.

QUALIFICATIONS

- Must be dependable, honest, trustworthy, and punctual
- Must possess clerical skills with strong attention to detail
- Regular attendance, reliability and a strong work ethic
- Ability meet university authorized driver standards preferred

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Facilities Painter - Summer (4 positions)

JOB DESCRIPTION

This position reports to Pat Connor, Trades Manager

Student workers will assist in painting needs across campus, responsibilities may include:

- Washing, sanding, and scraping surfaces; painting/staining interior walls, ceilings, floors, woodwork, etc.
- Painting/staining exterior porches, railings, decks, etc.
- Plastering and repairing 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.
- Other duties as assigned

HOURS

This position requires a commitment of 32 hours per week Monday – Thursday, between 7:00am and 3:30pm.

QUALIFICATIONS

- Ability to lift 50 pounds and stand on a ladder
- Ability to tolerate dust, sawdust, paint and varnish smells
- Ability to perform physical labor including heavy lifting, bending, stooping, twisting, and other motions
- Regular attendance, reliability and a strong work ethic
- Eagerness to learn and collaborate with others
- Ability to perform routine tasks without supervision
- Commitment to working safely

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

FINANCE AND ADMINISTRATION

Finance and Administration Summer Intern - Summer (1 internship available)

JOB DESCRIPTION

This position will report to Kay Guilette, Executive Assistant – Financial Services.

The Finance and Administration Intern will serve in a detail oriented role at Lawrence University. Along with aiding in project research, financial analysis, and resource planning, the Intern will also gain hands-on experience in some of the daily functions of Financial Services, Facilities Services, Information Technology and Human Resources.

- Provide project support for the VP of Finance and Administration
- Research various topics related to University initiatives
- Provide analysis and presentation of projects to include financial and resource planning
- Assist the VP for Finance and Administration, Controller and Senior Financial Analyst as needed
- Perform other duties and projects as assigned

HOURS

This position requires a commitment of 32-40 hours per week Monday - Friday between 8:00am and 5:00pm.

QUALIFICATIONS

- Excellent problem solving skills
- Outstanding verbal and written communication skills including effective interpersonal skills
- Ability to work independently, manage multiple projects and work in a fast paced environment
- Ability to effectively collaborate with a wide array of individuals with diverse backgrounds
- Exceptional organizational, prioritization and follow-up skills
- Highly discrete, consistently punctual, and always collegial
- Proficient computer skills including MS Outlook, Word and Excel

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Financial Services Assistant (1 position available)

JOB DESCRIPTION

This position reports to Amy Price, Controller.

Duties Include:

- Filing (vendor invoices, payroll related documentation, and other forms)
- Data entry
- Scan and copy projects
- Other duties as assigned

HOURS

This position requires a commitment of 15-20 hours per week. Days and times per week are flexible but should be between 8:00am and 4:30pm when other Financial Services staff will be working.

QUALIFICATIONS

- Students who wish to remain working within the Finance team during the following school year are preferred
- Ability to work independently
- Ability to alphabetize
- Ability to type
- Must have good verbal communication skills
- Must be dependable, organized, detail-oriented and work well with others

APPLICATION INSTRUCTIONS

Interested students should contact Amy Price, Controller (amy.price@lawrence.edu)

HUMAN RESOURCES

Human Resources Student Assistant (1 position available)

JOB DESCRIPTION

This position reports to the Human Resources/Payroll Department.

Duties Include:

- Filing and data entry
- Scanning and copying materials
- Assisting Human Resources/Payroll team with various projects
- Providing support of Human Resources/Payroll meetings and events
- Other duties as assigned

HOURS

This position requires a commitment of 20-25 hours per week. Days and times per week are flexible but should be between the hours of 8:00am and 4:30pm Monday through Friday.

QUALIFICATIONS

- Strong attention to detail
- Ability to work independently
- Must be reliable, organized, and work well with others
- Ability to maintain confidentiality of sensitive information

APPLICATION INSTRUCTIONS

Interested students should send their resumes to humanresources@lawrence.edu

INFORMATION TECHNOLOGY SERVICES

Technology Assistant - Summer (2 positions available)

JOB DESCRIPTION

This position reports Dana Rose-Schmalz, User Services Manager Duties include assisting customers with technology-related issues, cleaning and repairing printers and computers, upgrading or installing special software, upgrading or installing new computers and other special projects as assigned.

HOURS

This position will work approximately 40 hours per week, typically between 8:00am – 5:00pm Monday through Friday.

QUALIFICATIONS

- Prior experience working with computers desired
- Reliability and a strong work ethic

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Information Technology Web Assistant - Summer (1 position available)

JOB DESCRIPTION

This position reports to Jay Dansand, Senior Web Developer/Systems Analyst.

Duties include:

- Develop custom application solutions in JavaScript and PHP
- Work closely with the Web Developers and with a number of clients on campus in order to provide Web services and support
- Update and maintain Web content on various Lawrence University properties
- Develop Web applications and Web scripting components using a variety of languages, technologies, and techniques
- Develop modules/plugins and themes for a variety of systems, including Drupal and WordPress
- Occasionally maintain and develop pages/sections within the university and affiliated websites
- Testing and evaluation of new and existing applications/pages/sites
- Compile statistics and reports regarding various Lawrence University web pages

HOURS:

This position requires a commitment of 40 hours per week Monday - Friday between the hours of 8:00am and 5:00pm.

QUALIFICATIONS

- Working knowledge of HTML, CSS, and JavaScript
- Working knowledge of server-side Web programming languages, especially PHP
- Familiarity with Content Management Systems (especially Drupal and WordPress) a plus
- Experience with image manipulation programs such as Photoshop, The GIMP, etc. a plus
- Understanding of secure programming concepts and methodologies a plus
- Strong communication skills
- Reliability and dependability
- Ability to work independently
- Patience and understanding

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

LIBRARY

Library Circulation Assistant - Summer (1 full-time & 1 part-time available)

JOB DESCRIPTION

- Re-shelve materials
- Check in and out library materials
- Shift library materials in the building
- Assist with library events
- Prepare library marketing materials
- Enter data into spreadsheets and Access databases
- Inventory and shelf read the library collections
- Answer the library's general telephone number and help callers get to the correct department or provide information
- Greet library patrons and help them find materials
- Search the stacks for requested materials and prepare incoming items for course reserves
- Help with stacks maintenance including dusting the shelves

HOURS

This position requires a commitment of 20 hours per week (for the part-time position) OR 40 hours per week (for the full-time position), Monday - Friday between 8 am and 4 pm. Saturday and Sunday as needed. Students should be able to work through Welcome Week (students can take days off during the summer). Students should have some flexibility regarding scheduling in the event that the library needs coverage for special events during nights and weekends. Students should be available to work until 5 p.m. during the first and last weeks of summer employment.

QUALIFICATIONS

- Students should be enrolled in upcoming terms
- Students should be able to push carts of books weighing 40 lbs
- Students will use scanners, PCs, book carts, and copiers

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

MAILROOM

Mailroom Assistant - Summer (2 positions available)

JOB DESCRIPTION

This position reports Samuel Pierson, Mail Services Coordinator

Duties include:

- Opening and closing mailroom
- Cash handling/cash register
- Assisting campus and general community with shipping services
- Organizing, printing, and stuffing mail projects
- Checking packages in and out
- Sorting and forwarding mail
- Applying postage to large quantities of mail
- General office work
- Other duties as assigned

HOURS

This position will work approximately 30 hours per week between the hours of 8:00am and 4:00pm Monday through Friday. Working hours are generally flexible and can accommodate changes in schedule as needed.

QUALIFICATIONS

Students who work in the mailroom typically possess the ability to focus, willingness to learn, and above average problem solving skills. The tasks of the mailroom are somewhat complex and require a consistent attention to detail. Prior work experience is helpful, but not required for candidates with the above characteristics.

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

SUMMER INSTITUTES PROGRAM

College Horizons Scholars Program Tutor - Summer Student Employment

JOB DESCRIPTION

The College Horizons Scholars Program is a three-week summer program designed to empower Native American, Alaska Native, and Native Hawaiian College Horizons alumni in their transition from high school to college. The Scholars Program is hosted by Lawrence University in Appleton, WI, with support from the Mellon Foundation. The Scholars Program will focus on academic, co-curricular, and campus life to help students acclimate to their first year of college.

Tutors hired by this program will support program participants as they strive to develop effective college writing skills. Tutors will work with students one-on-one or in small groups on a “drop in” basis Sunday-Thursday evenings throughout the three weeks of the program. This position reports to Julie Haurykiewicz, Associate Dean of Academic Success.

Tutors will:

- Be available Sunday-Thursday evenings from 7-10pm in a central location (likely the Warch Campus Center) for “drop in” tutoring
- Work individually with students to improve the quality of their writing assignments (mostly short, thesis-driven essays)
- Serve as positive academic role models in terms of time management, organization, etc.
- Motivate and assist struggling students
- Maintain accurate and timely records of tutoring contacts
- Report to Julie Haurykiewicz, Associate Dean of Academic Success

HOURS

Tutors must commit to 15 hours per week between the hours of 7:00pm and 10:00pm Sunday through Thursday.

QUALIFICATIONS

- Excellent written and verbal communication skills in English
- Strong record of success in Lawrence coursework
- Reliability, punctuality, and a committed work ethic
- Ability to work well with diverse populations in a culturally sensitive manner
- Interest in helping all program participants become more effective writers
- Positive, energetic, and encouraging disposition
- Previous experience as a writing tutor desired but not required
- Supportive of the mission and programming of the College Horizons Scholars Program

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

The Summer Institutes Tutor - Summer Student Employment

JOB DESCRIPTION

The Summer Institutes provide an introduction to academic culture and campus life at Lawrence University for incoming freshmen. Tutors are an integral part of the institutes, working to assist students' development of effective academic habits (critical reading/writing/thinking skills) and to support success in the courses offered through the institutes. Tutors will work with students one-on-one or in small groups on a "drop in" basis Sunday-Thursday evenings and by appointment at mutually agreed upon times. This position reports to Julie Haurykiewicz, Associate Dean of Academic Success.

Tutors will:

- Be available Sunday-Thursday evenings from 7-10pm in a central location (likely the Warch Campus Center) for "drop in" tutoring
- Work individually with students to improve the quality of their writing assignments (mostly short, thesis-driven essays)
- Work with students individually or in small groups to review concepts addressed in institute courses ("Topics in Psychology" and a Freshman Studies-like seminar)
- Serve as positive academic role models in terms of time management, organization, etc.
- Motivate and assist struggling students
- Maintain accurate and timely records of tutoring contacts using the Voyager session log system

HOURS

Tutors must commit to 15 hours per week between the hours of 7:00pm and 10:00pm Sunday through Thursday. Position runs 08/13/2018 through 08/30/2018.

Due to scheduling conflicts, students employed as 2018-19 Residence Life staff are not eligible for this position. Applicants must be available for on-campus interview and paid mandatory training in the Spring Term of 2018. Students are welcome to apply for both the tutor and program assistant positions for the Summer Institutes.

QUALIFICATIONS

- Excellent written and verbal communication skills in English
- Strong academic skills and record
- Reliability, punctuality, and a committed work ethic
- Ability to work well with diverse populations in a culturally sensitive manner
- Interest in helping English language learners develop skills such as fluency in writing, listening comprehension, etc. and in helping all program participants become more effective writers
- Positive, energetic, and encouraging disposition
- Commitment to read/watch the assigned works before the start of the program
- Previous experience as a writing tutor desired but not required
- Supportive of the mission and programming of the Summer Institutes

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

THE OFFICE OF DIVERSITY AND INCLUSION

Office of Diversity and Inclusion Student Intern - Summer (1 internship available)

JOB DESCRIPTION

Primary Objective: The intern in the Office of Diversity & Inclusion will assist in the everyday operations of the unit by conducting research, serving as a liaison, providing event planning and project development and generally providing support at needed by the Vice President for Diversity & Inclusion and Associate Dean of the Faculty. This position reports to Kimberly Barrett, Vice President for Diversity & Inclusion and Associate Dean of the Faculty.

Responsibilities include:

- Provide project support to the Vice President.
- Research topics, gather data, and create evaluations related to Diversity & Inclusion to help support various projects.
- Assist in the creation and delivery of presentations and training to campus and community groups.
- Create various types of social media-based promotional materials to support the initiatives of the Office of Diversity & Inclusion.
- Monitor and update webpages and online communications including Facebook.
- Perform other duties as assigned.

HOURS

This position requires a commitment of 15-20 hours per week Monday-Friday between 8:00am and 4:00pm.

QUALIFICATIONS

- Excellent problem solving skills.
- Outstanding verbal and written communication skills.
- Ability to work independently, manage multiple projects and work in a fast paced environment.
- Exceptional organizational, prioritization and follow-up skills.
- Proficient experience in navigating, creating, and maintaining social media spheres such as Facebook, Twitter, Instagram, etc. Experience in web design. Proficient computer skills including MS Outlook, Word, Excel, and PowerPoint.

APPLICATION INSTRUCTIONS

To apply for this position, please email your resume and cover letter to Rebecca Hollinger at rebecca.a.hollinger@lawrence.edu

WARCH CAMPUS CENTER

Conference Assistant - Summer (2 positions available)

JOB DESCRIPTION

THIS POSITION INCLUDES FREE ON-CAMPUS HOUSING & MEALS.

This position reports to Angie Bleck, Assistant Director of the Warch Campus Center.

Administrative tasks: preparing name tags, preparing keys, preparing paperwork, making copies, on call logs, information reports and distributing pertinent information to guests Facility tasks: room set up, room take down, light cleaning and physical labor, furniture moving, trash disposal, room pre- and post-inspections, entering work order requests, linen distribution & collection and assisting Campus Services when necessary.

Duties includes:

- Operation Tasks: Check ins, check outs, overnight & weekend on-call duty rotations
- Customer service tasks: event management coordination, answering general questions, troubleshooting issues, conducting tours, following up with customers and providing overall excellent customer service
- Safety and risk management tasks: initiating emergency protocols, reporting all issues and concerns and training on protection of minors on campus policy

HOURS

It is understood that the demands of summer camps, conferences and events cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities and circumstances. This job requires the utmost flexibility since 24/7 coverage must be provided. On-call responsibilities will be divided between two assistants.

Employment period begins with three to four mandatory meetings in April - May, 2018. Full-time employment (up to 40 hrs/week & rotating 24/7 duty) begins June 7, 2018 and ends August 3, 2018. Part-time employment begins August 13 – August 30 on an as-needed basis.

QUALIFICATIONS

- Knowledge of the hospitality field as well as previous work experience in food/ beverage, customer service or hospitality, event management or residence hall operations a plus
- Ideal candidates will have a keen attention to detail, ability to problem-solve and think on ones feet, excellent customer service skills and a professional demeanor
- Dependability and flexibility to adapt to changing responsibilities depending on the particulars of the event/camp/conference
- Experience working in Microsoft Word, Excel and PowerPoint
- Must be able to stand for long periods and lift 25 pounds
- Availability during entire conference season (vacation requests must be approved prior to beginning of season)
- Will operate golf cart as needed

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

WELLNESS CENTER

Wellness Center Desk Worker - Summer (3 positions available)

JOB DESCRIPTION

Student worker will manage the Wellness Center desk.

- Greet patrons
- Assist in facility cleaning
- Laundry and equipment checking

HOURS

This position requires a commitment of 35 hours per week.

QUALIFICATIONS

- Friendly demeanor to welcome patrons of the building
- CPR/AED and First-Aid Certified
- Applicants must complete a Wellness Center application and provide a copy of their CPR/AED certification

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

REUNION WEEKEND

Summer Desk Clerk – ACE

(10 positions for approx. 30 hours each; 25 positions for approx. 6-24 hours each)

Positions start on 6/13/2018 and end 6/17/2018. Scheduled between 6-30 hours and shifts vary. Shifts can start at 3 pm on Wednesday, June 13 and go through 1 pm on Sunday, June 17. Overnight shifts also available (1 am-7 am). You can work in other campus departments and work for Reunion, too!

Duties include:

- Provide great and immediate customer service for Reunion guests
- Greet and welcome Reunion guests at residence halls and Reunion Headquarters
- Process check-ins and check-outs of residence hall rooms for guests, issue keys and answer any questions Reunion guests may have (information binder included for your review and reference)
- Must be personable, attentive at all times, a problem-solver and be able to work under minimal supervision
- Must be comfortable conversing with alumni
- Be proactive in anticipating the needs of guests
- Be flexible and help guests within your ability
- Be awake through your entire shift: no sleeping or leaving the desk, other than to assist alumni, is appropriate.
- Engage and interact with alumni whenever possible in order to create a welcoming environment
- Communicate with Reunion Headquarters Student Supervisors as needed throughout shift
- Other duties as assigned
- Unload and carry Reunion guests luggage to their room, if they request or require assistance
- Must be able to lift 40-50 lbs

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Summer Shuttle Van Driver – ACE (3 positions for approx. 10-20 hours each)

Positions start on 6/13/2018 and end 6/17/2018. Scheduled approximately 10-20 hours and shifts vary. Shifts can start at 3 pm on Wednesday, June 13 and go through 1 pm on Sunday, June 17. There are no overnight shifts for this position. You can work in other campus departments and work Reunion, too!

Duties include:

- Provide a great customer service experience for Reunion guests
- Pick up Reunion guests from the Outagamie County Airport (ATW) and drop them off at their respective residence hall or campus center
- Return Reunion guests to the Outagamie County Airport (ATW) for their flight home
- Driving for a day trip to Bjorklunden may also be required
- Qualifications: Must be 21, an authorized Lawrence University driver, and must be available on-call
- Driving responsibly and appropriately, making no unauthorized stops

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Summer Golf Cart Driver – ACE (12 positions for approx. 18 hours each)

Positions start on 6/13/2018 and end 6/17/2018. Scheduled approximately 18 hours and shifts vary. There are no overnight shifts for this position. You can work in other campus departments and work Reunion, too!

Duties include:

- Provide a great customer service experience for Reunion guests
- Talk and engage with alumni, ask questions about their experiences at Lawrence University
- Drive slowly and responsibly around campus in order to ensure safety
- Responsible for shuttling Reunion guests around campus ONLY
- Must be outgoing, but also be firm with Reunion guests that request rides off campus
- Qualifications: Must be able to drive a golf cart (training will be provided)
- Driving Responsibly and appropriately, making no unauthorized stops or routes

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Summer Babysitter – ACE (2 positions for approx. 6 hours each)

Positions start on 6/13/2018 and end 6/17/2018. Scheduled approximately 3 hours on Friday and Saturday evenings. Reunion guests may request more hours, based upon need. There are no overnight shifts for this position. You can work in other campus departments and work Reunion, too!

Duties include:

- Provide a great customer service experience for Reunion guests
- Babysitting for all age groups, particularly infants through children 12 years of age
- Reunion guests will pay student directly for any additional childcare requests
- Must be attentive and good with children of all ages

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Summer Student Supervisor – ACE (1 position for approximately 40 hours)

Positions start on 6/13/2018 and end 6/17/2018. Scheduled approximately 40 hours and shifts will vary. The student supervisor will assist ACE staff when needed, Engage with alumni whenever possible, staff Reunion Student Headquarters and supervise all student staff. Must be responsible and able to problem solve. Prefer students that have worked previous Reunions.

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

Catering Server – Reunion (10 positions available)

JOB DESCRIPTION

This position reports to Debra Walker, Catering Director.

- Serve salads, main entrees, and dessert to wedding guests
- Clear, carry trays with dishes, glassware, etc. to clearing station, serve coffee, water to guests
- Other duties as assigned

HOURS

This position requires a commitment from 06/14/18 – 06/17/18 working approximately 6 hours per day.

QUALIFICATIONS

- Must have an outgoing personality, able to greet guests, professional appearance, lift heavy trays, push/pull/bend/stoop.
- Must be willing to learn and thrive in a team atmosphere.
- Must be willing to work every weekend.
- Additional hours may be available if additional events are booked over the summer.

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).

VR Bartender (4 positions)

JOB DESCRIPTION

This position reports to Justin Yager, Bon Appetit.

- Student workers will serve alcoholic beverages to alumni guests
- Maintain a well-organized and clean work area

HOURS

This position requires a commitment of 24 hours: Thursday, June 14 – Saturday, June 16 between the hours of 7:30pm and closing time.

QUALIFICATIONS

- Ability to communicate well with co-workers and guests
- Ability to lift, push, and pull 30 pounds
- Ability to be on your feet for the duration of the shift
- Must be able to learn quickly, and follow proper drink portions
- Must be flexible and work as a team
- Must have an outgoing personality, able to greet guests, professional appearance
- Applicants must be willing to work the whole weekend, all three shifts for the VR
- Must have basic bar knowledge and proper judgment to not over serve guests

APPLICATION INSTRUCTIONS

Please apply to this position [here](#).