

Reunion Student Workers

Summer Desk Clerk – ACE (10 positions for approx. 30 hours each; 25 positions for approx. 6-24 hours each)

Positions start on 6/15/2017 and end 6/18/2016. Scheduled between 6-30 hours and shifts vary. Shifts start at 9 am on Thursday, June 15 and go through 1 pm on Sunday, June 18. 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
- Be awake through your entire shift: no sleeping or leaving the desk, other than to assist alumni, is appropriate.
- 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:

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

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

Positions start on 6/15/2017 and end 6/18/2017. Scheduled approximately 10-20 hours and shifts vary. Shifts start at 9 am on Thursday, June 15 and go through 1 pm on Sunday, June 18. 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:

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

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

Positions start on 6/15/2017 and end 6/18/2017. Scheduled approximately 18 hours and shifts vary. Shifts start at 3 pm on Thursday, June 15 and go through 1 pm on Sunday, June 18. 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
- 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:

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

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

Positions start on 6/16/2016 and end 6/17/2016. 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:

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

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

Position starts 6/14/2017 and ends 6/18/2017. Scheduled approximately 40 hours and shifts will vary. The student supervisor will assist ACE staff when needed, 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:

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

Catering Server – (12 positions available for approximately 25 hours)

Position starts 06/15/2017 and ends 06/17/2017. Scheduled approximately 25 hours and shifts will vary. Duties include setting up for events, serving guests, clearing plates and cleaning up afterwards. Must be able to stand for long periods of time, carry trays, stoop and kneel.

Application Instructions:

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