Summer Job Opportunities 2015

FACILITY SERVICES

Summer Student Office Assistant (2 positions)
Position starts 6/15/2015 to 9/14/2015. 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
- There may be times when our trades staff need in their areas of work and will assist as needed
- Other duties as assigned

Qualifications:

- Must be dependable, reliable, honest, trustworthy, and punctual
- Must possess strong clerical skills with attention to details
- Ability to meet university authorized driver standards preferred

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

Summer Paint Helper (10 positions)
Position starts 6/15/2015 to 9/14/2015. There are 32 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:30 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.
- Other duties as assigned

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 6/15/2015 to 9/14/2015. 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, line trimmers, pruners, trimmers, hand tools, power tools, golf carts, and etc. General duties include, but are not limited to:

- Cutting grass, line trimming, root tilling and raking
- Spreading mulch
- Picking up trash, picking up branches/twigs, picking weeds out of flower beds
- Pruning hedges/bushes
- Other duties as assigned

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](#).
FACILITY SERVICES

Summer General Maintenance Helper (10 positions)
Position starts 6/15/2015 to 9/14/2015. There are 32 hours scheduled per week. Hours of work are Monday-Thursday 7:00 a.m. – 3:30 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
- Other duties as assigned

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 6/15/2015 to 9/14/2015. 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
- Other duties as assigned

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.
**FACILITY SERVICES**

**Summer Custodial Helper (15 positions)**

Position starts 6/15/2015 to 9/14/2015. 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.
- Other duties as assigned.

**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](#).

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**Summer Custodial Helper Team Leader (2 positions)**

Position starts 6/15/2015 and ends 9/14/2015. 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 6/28/2015 and ends 8/3/2015. 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
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](#).

**MAIL SERVICES**

**Mail Services Assistant (2 positions)**
Position starts 6/12/2015 and ends 9/13/2015. Scheduled 30 hours per week; Hours are work are Monday-Friday 8:00 am to 5:00 pm. Duties include:
- Sort mail and courier deliveries, forward mail, shelve packages and check packages in and out
- Sell postage/courier services, cash handling
- Address & mailbox maintenance, meter mail and other packages, prepare and stuff mailings
- Other duties as assigned
Qualifications:
- Retail experience preferred
- Students who wish to remain working within the mailroom during the following school year are preferred
- Strong communication, logic, and trouble-shooting skills
- Ability to work independently
- Must be customer-service oriented

**Application Instructions:**
Interested students should contact Sam Pierson (samuel.e.pierson@lawrence.edu) or Mail Services directly.

**ART GALLERY**

**Summer Student Gallery Guard (4 positions)**
Position starts 6/6/2015 and end 8/16/2015. 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 can get an application via email by writing the gallery staff at wriston-gallery@lawrence.edu or by visiting the gallery offices in Wriston 227. Completed applications should be sent to wriston-gallery@lawrence.edu or dropped off in the gallery offices.
INFORMATION TECHNOLOGY SERVICES

**Summer Technology Assistant (2 positions)**
Position starts 6/11/2015 and ends 9/11/2015. 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.

CATERING SERVICES (Bon Appetit)

**Summer Catering Server (8 positions)**
Position starts 6/27/2015 and ends 9/5/2015. Scheduled 4-8 hours per week. Hours vary and will be between 6:00pm – 10:00pm. These positions serve our wedding guests that have booked receptions at Lawrence for the summer of 2015. Hours are dependent upon the events booked; however, more hours may become available by the time summer employment begins. Duties include:
- Serve salad and entrees to wedding guests.
- Clear plates, serve coffee, refresh beverages
- Other duties as assigned

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 duration of shift
- Must be able to learn quickly
- Must be flexible and work as part of a team.

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 6/8/2015 to 9/4/2015. 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.

Summer Photographer/Videographer/Editor/Production Assistant (1 part-time position as needed)
Position starts 6/8/2015 to 9/4/2015. 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.
WELLNESS CENTER

Wellness Center Student Desk Worker
Position starts 6/8/2015 and ends 9/4/2015. Hours will typically range from 20 – 30 hours per week. General duties include:

- Reporting on time for shifts
- Greet every patron that enters the doors
- Knowledge of policies and procedures
- Inventory of items located at the front desk
- Answering phones in a professional manner/transferring calls
- Ensuring card swipe for Wellness Center usage and sign in procedure
- Emergency Procedures
  - Contacting the proper individuals in an emergency
  - Responding to an emergency
  - Providing First aid and CPR
  - Providing guidance to patrons in an emergency
  - Knowing the alarm system to the building
  - Filling out accident and incident reports
- Provide additional support to the Director of Wellness and Recreation
- Working knowledge of the building
  - Putting hoops down/up
  - Racquetball court lights
  - Gym Divider
  - Volleyball and Badminton Nets
  - Laundry
  - Pool alarm system
  - Evening shift responsibilities
  - Opening and Closing the building
- Knowledge of Building use
  - Wellness Activities and Workshops
  - Intramurals
  - YMCA memberships and classes
  - Team sports
  - Wellness Center Website
  - Room reservation system for scheduling
- Communication conduit for Wellness Department and other events on campus

Qualifications include:

- Good interpersonal communication skills with emphasis on service
- Must possess clerical skills with an appreciation for accuracy and attention to detail
- Familiar with Emergency Procedures
- Certified in CPR/AED
- Ability to act in a student supervisory role for patrons

Application Instructions:
Interested students should contact Erin Buenzli (erin.buenzli@lawrence.edu) directly to apply for the position.
ADMISSIONS

Summer Admissions Staff (6 positions)
Position starts 6/8/2015 to 9/11/2015. Scheduled 40 hours per week; scheduled hours are as follows: Monday-Friday 8:00 am – 5:00 pm. One week of vacation may be requested upon hiring; however, all summer employees must be on campus July 17 & August 7 for high attendance visit days. 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 Gaelyn Rose (gaelyn.rose@lawrence.edu) or the Admissions department directly to apply for the position.
**REUNION WEEKEND**

**Summer Desk Clerk (20 positions for approx. 30 hours each; 25 positions for approx. 24 hours each)**

Positions start on 6/17/2015 and end 6/21/2015. Scheduled between 24-30 hours and shifts vary. Shifts start at 2 pm on Wednesday, June 17 and go through 1 pm on Sunday, June 21. Overnight shifts also available (1 am-7 am). Duties include:

- Provide a great customer service experience for Reunion guests
- Greet and welcome Reunion guests at residence hall and Reunion Headquarters
- Process check-in and check-out of residence hall rooms for guests, issue keys and answer any questions Reunion guests may have
- Must be personable, a problem-solver and be able to work under minimal supervision
- 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 (3 positions for approx. 20 hours each)**

Positions start on 6/17/2015 and end 6/21/2015. Scheduled approximately 30 hours and shifts vary. Shifts start at 3 pm on Wednesday, June 17 and go through 1 pm on Sunday, June 21. There are no overnight shifts for this position. 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
- We may also need van drivers for a day trip to Bjorklunden on Sunday
- Qualifications: Must be 21, an authorized Lawrence University driver and must be available on-call

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

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

Positions start on 6/17/2015 and end 6/21/2015. Scheduled approximately 18 hours and shifts vary. Shifts start at 3 pm on Wednesday, June 17 and go through 1 pm on Sunday, June 21. There are no overnight shifts for this position. 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)

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

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

Positions start on 6/19/2015 and end 6/20/2015. 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. 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

**Application Instructions:**
Apply online by completing the [online application form](#).
Summer Student Supervisor (1 position for approximately 40 hours)

Position starts 6/17/2015 and ends 6/21/2015. 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.