

Summer Job Opportunities 2017 (updated May 3, 2017)

BJORKLUNDEN

Bjorklunden Summer Assistant (10 positions)

Position starts 06/11/2017 to 09/02/2017. Scheduled 40 hours per week.

Student staff will assist 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.

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 and a 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), no later than Wednesday, February 15, 2017. Interviews will be held on campus in Mark Breseman's office in the Alice G. Chapman Hall (2nd floor, Room 224) between Monday, February 20 and Wednesday, March 1, 2017.

DEVELOPMENT

Alumni and Constituency Engagement Intern (1 position)

Position starts 06/12/2017 to 06/01/2018. 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.

While primarily working with the Office of Alumni and Constituency Engagement (ACE), this student intern will have the opportunity to work closely with staff within the Lawrence University Offices of Annual Giving, Major and Planned Giving, Donor Engagement, Corporate and Foundation Relations, Research and Advancement Operations as well. This internship will provide valuable work experience for a student interested in a career in development, alumni relations, nonprofit work, marketing or public relations and will be tailored to the interests and goals of the intern.

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.

Duties:

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.

Communication-related projects:

- Website Maintenance
- Social media
- Alumni newsletter
- Athletic newsletters

- Reunion communications
- Regional Club Facebook pages and event support
- Stewardship event support
- Alumni Interview and College Fair stewardship
- Event venue research
- Participate in alumni engagement events, such as Reunion Weekend
- There could be an opportunity to help strengthen the Lawrence Scholars in Arts and Entertainment program (student visibility/conversation groups) if they happen to be an art/performance major.

Qualifications:

1. Interest in pursuing a career in development, external relations or other non-profit work.
2. High level of attention to detail.
3. Strong work ethic and willingness to take ownership of assigned projects and work independently.
4. Strong written communication skills are essential.
5. Strong oral communication skills.
6. Ability to collaborate and work collegially with others.
7. Willingness and flexibility to take on projects as assigned.
8. Communications, public relations, and marketing skills.

Application Instructions:

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 Lawrence Reunion to Mike Pope at michael.a.pope@lawrence.edu.

Donor Engagement Intern

Position starts 06/12/2017 to 06/01/2018. 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.

While primarily working with the Office of Donor Engagement, this student intern will have the opportunity to work closely with staff within the Lawrence University Offices of Annual Giving, Major and Planned Giving, Corporate and Foundation Relations, Research and Advancement Operations as well. This internship will provide valuable work experience for a student interested in a career in development, alumni relations, nonprofit work, marketing or public relations and will be tailored to the interests and goals of the intern.

Lawrence University is grateful for the generosity of our alumni, parents and friends and remains committed to finding additional opportunities and strategies for stewarding gifts of time, talent and resources. 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. 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.

Duties:

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
- Gathering information from faculty and students for reporting purposes
- Taking photos for donor stewardship reports
- Designing photo books and other special projects/donor gifts
- Research
- Assisting with planning and executing stewardship events
- Participate in alumni engagement events, such as Reunion Weekend

Qualifications:

1. Interest in pursuing a career in development, external relations or other non-profit work.
2. High level of attention to detail.
3. Strong work ethic and willingness to take ownership of assigned projects and work independently.
4. Strong written communication skills are essential.
5. Strong oral communication skills.
6. Ability to collaborate and work collegially with others.
7. Willingness and flexibility to take on projects as assigned.
8. Communications, public relations, and marketing skills.

Application Instructions:

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 Lawrence Reunion to Mike Pope at michael.a.pope@lawrence.edu, by February 3, 2017.

Corporate, Foundation, and Sponsored Research Support Intern

Position starts 06/12/2017 to 06/01/2018. 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.

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 Lawrence University Offices of Annual Giving, Major and Planned Giving, Alumni and Constituent Engagement and Research and Advancement/Operations as well. This internship will provide valuable work experience for a student interested in a career in development, alumni relations, nonprofit work, marketing or public relations and will be tailored to the interests and goals of the intern. 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.

Duties:

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

Application Instructions:

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 Lawrence Reunion to Mike Pope at michael.a.pope@lawrence.edu.

FACILITY SERVICES

Fire Safety Coordinator Assistant (1 position)

Position starts 6/12/2017 to 9/1/2017. Scheduled 37.5 hours per week; Hours of work are Monday through Friday 7am-3pm. Assisting with inspections of all Fire Safety equipment on campus - Inspections of all elevators on campus - Yearly inspection of Extinguishers.

Qualifications:

- Willingness to learn
- Ability to climb a 6 foot ladder
- Ability to lift 25 lbs

Application Instructions:

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

Materials Management Assistant (6 positions)

Position starts 6/12/2017 to 9/1/2017. Scheduled 37.5 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.

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 prefer to be a registered L.U. driver.
- Must be able to lift 25-50 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 Maintenance Crew (2 positions)

Position starts 6/12/2017 to 9/8/2017. 20 hours 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:

- 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.
- 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](#).

THE SUMMER INSTITUTES

The Summer Institutes Program Assistant (1 position)

Position starts 08/12/2017-09/03/2017. The position is 20 hours per week; assistants must commit to this number of hours. Program assistants are expected to be self-starters. One of the primary responsibilities of the job is to identify needs and address them without needing direct instruction.

Program Assistants will:

- assist and report to the Director of Co-Curricular Programs
- be a positive and encouraging role model to program participants
- motivate and assist struggling students
- help facilitate Co-Curricular activities focused on building academic skills (Tuesdays and Thursdays during the day) -plan and lead extra-curricular activities on Friday evenings and weekends
- help program participants adjust to life on campus
- interact with all program participants both one-on-one and in group activities
- eat meals with program participants
- be available for questions during evenings and weekends on a rotating basis
- check in with program participants as needed

Qualifications:

- ability to work well with diverse populations in a culturally sensitive manner
- reliability and punctuality
- excellent interpersonal skills
- support of the mission and programming of the Freshman Academic Institute and the Summer Institute for International Students
- positive, encouraging, and energetic disposition
- good academic standing

Application Instructions:

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

The Summer Institutes Tutor (1 position)

Position starts 08/14/2017 through 09/03/2017.

Tutors will need to be available Sunday-Thursday evenings from 7-10 pm in a central location (likely the Warch Campus Center) for "drop in" tutoring. Tutors must commit to the 15 hours a week described above. They may also choose to be available during Tu/Th afternoon study times and/or to make themselves available by appointment at other times.

Duties include:

- 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
- Report to Julie Haurykiewicz, Associate Dean of Academic Success and Yulin Chiu, Director of Co-Curricular Programs

Qualifications:

- Excellent written and verbal communication skills
- 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 and/or with Introduction to Psychology desired but not required
- Supportive of the mission and programming of the Summer Institutes

Due to schedule conflicts, students employed as 2016-17 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 2016. Students are welcome to apply for both the tutor and program assistant positions for the Summer Institutes.

Application Instructions:

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