Summer Job Opportunities 2017

ADMISSIONS

Summer Admissions Staff – Social Media Specialist (1 position)
Position starts 6/8/2017 to 9/8/2017. Scheduled 35-40 hours per week; scheduled hours are as follows: Monday-Friday 8:00 am – 4:00 pm.
Duties include:

- Working closely with supervisor and Social Media Specialist to learn, generate, and contribute to content across a variety of social media platforms
- Assisting with review of and response to content and questions via social media platforms
- Oversee Social Media Takeover week, June 20-24
- 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
- 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

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:
Apply online by completing the **online application form**.

ART GALLERY

Summer Student Gallery Guard (5 positions)
Position starts 6/05/2017 and ends 8/15/2017. Scheduled 6-8 hours per week; hours will vary between 10am-4pm Monday Friday and 12pm-4pm Saturday and Sunday.
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:
Students in related majors or those with a strong interest in the museum profession. The ability to arrive on time and open the galleries, remain attentive to surroundings, greet visitors with a friendly and courteous attitude.

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

Summer Gallery Intern (1 position)
Position starts 6/05/2017 and end 8/31/2017. Scheduled 20 hours per week Monday through Friday between 8am and 4pm Students in related majors or those with a strong interest in the museum profession, preferably with at least one year of experience as a gallery guard. The gallery interns will be assigned a range of tasks in the galleries that are intended to provide broad knowledge of museum work and professional practices, including object handling and storage, exhibition preparation and installation, curatorial practices, and museum research and writing skills.
Qualifications:
Students in related majors or those with a strong interest in the museum profession, preferably with at least one year of experience as a gallery guard. Ability to learn new skills quickly, work independently, and stay on task.

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

BIOLOGY

Biology Stockroom Assistant (2 positions)
Position starts 06/12/2017 through 08/18/2017. 40 hours per week M-F from 7:30am-4pm.
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

Qualifications:
- Biology or related major
- The Biology 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.

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

Biology Lab Assistant (3 positions)
Position starts 06/12/2017 through 08/18/2017. Please note there is one FT 40 hours per week and 2 PT 20 hours per week positions. Hours will be M-F between 8am and 4pm.

Part-Time:
- Digitize Phytoplankton, insect specimen sorting, hoop house building, clerical work
- Organize freezer stocks, grow bacteria, media prep, lab organizing, organize vertebrate specimens

Full-Time:
- Maintaining worm strains, prepare worm plates, and clerical duties as assigned

Qualifications:
- Biology or related major

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

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.

BON APPETIT (Catering Services)

Catering Server (2 positions)
Approximately 8 hours per week. Friday and Saturday evenings between 6pm and 10pm (hours will vary by client).
These positions serve our wedding guests that have booked receptions at Lawrence for the summer of 2017. 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.
- Must have an outgoing personality, able to greet guests, professional appearance, lift heavy trays, push/pull/bend/stoop. Willingness to learn. Thrive in team atmosphere.
- Applicants must be willing to work every weekend in the summer as these are when the events are taking place.

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

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.

Annual Giving, Major and Planned Giving, and Development Operations 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 Offices of Annual Giving, Major and Planned Giving, and Research and Advancement Operations, this student intern will have the opportunity to work with staff in the Lawrence University Offices of Corporate, Foundation, and Sponsored Research Support; Donor Engagement; and Alumni and Constituency Engagement 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.
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. The main channels used for fundraising are direct mail, phone, email, online, social media, and Giving Day. Our Major & Planned Giving staff cultivate donors for special projects that require higher level gifts, as well as work 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.

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.
- Drafting solicitation letters and emails
- Researching programs at other institutions
- Giving Day support
- Athletic solicitations
- Social media
- Participate in solicitation and stewardship visits with development staff
- Gathering testimonials and stories from students and donors on the impact of philanthropy
- 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.

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 (8 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 (6 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**.

Summer Grounds Helper (2 positions)
Position starts 6/12/2017 to 9/8/2017. Scheduled 32-40 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**.

INFORMATION TECHNOLOGY SERVICES

Computer Technician Assistant (2 positions)
Position starts 06/08/2017 to 09/08/2017. Scheduled 40 hours per week; Hours are 8am-5pm with one hour for lunch. Some flexibility can be arranged with the supervisor. You may schedule up to one week off, preferably early in the summer. Summer Computer Technician Assistants work with the Computer Technicians to inventory new computing devices, cleaning computer labs, recycling of old equipment, and addressing any problems with new or existing computers on campus. As a Summer Computer Technician Assistant, you will spend much of your time unboxing, tagging, and setting up staff and faculty computers and printers.

Qualifications:

- Strong communication skills
- Strong logic and trouble-shooting skills
- Strong customer service skills
- Punctuality and reliability
- Basic knowledge of computer hardware and software
- Working knowledge of Microsoft Office, Internet browsers (Firefox, Chrome, Safari), Outlook or similar email software, and other Lawrence-specific software
- Familiarity with HP laser printers and Macintosh OS and software is a plus
- Ability to work independently
- Patience and understanding
- Outgoing personality
- Ability to lift up to 50 lbs

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

Student Web Summer Help (1 position)
Position starts 06/30/2017 through 09/01/2017. 40 hours per week Monday through Friday from 8am-5pm.
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.

Responsibilities:
1. Develop Web applications and Web scripting components using a variety of languages, technologies, and techniques.
2. Develop modules/plugins and themes for a variety of systems, including Drupal and WordPress.
3. Occasionally maintain and develop pages/sections within the university and affiliated websites.
4. Testing and evaluation of new and existing applications/pages/sites.
5. Compile statistics and reports regarding various Lawrence University web pages.
6. Other duties as required.

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

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

Summer Technology Assistant (2 positions)
Position starts 6/09/2016 and ends 9/09/2016. 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 life 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.

THE OFFICE OF DIVERSITY AND INCLUSION

Office of Diversity and Inclusion Intern (1 position)
Position starts 06/12/2017 through 08/25/2017. 20 hours per week Monday through Friday between 8am and 4pm. Provide project support to the VP. 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.

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:
Apply online by completing the **online application form**. ALSO, please email a copy of your resume and cover letter to michelle.l.lasecki-jahnke@lawrence.edu.

THE SUMMER INSTITUTES

The Summer Institutes Program Assistant (9 positions)
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**.

WELLNESS CENTER

Wellness Center Student Desk Worker (3 positions)
Position starts 6/12/2017 and ends 9/8/2017. Hours will typically range from 20 – 30 hours per week. Schedule will be based on availability between the hours of 8am – 7pm, Monday-Friday.
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:

- Must be certified in CPR/AED
- 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

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