



On-Campus Student Employment

On-campus jobs are a convenient way to earn money while attending school. The Career Services office is available to assist you in finding a job, but we do not directly place students. Each student is responsible for securing his or her own job, including Work-Study positions.

This directory lists jobs that students have historically held. *Not all of these jobs are currently available.* Follow instructions on the directory to determine whether or not a department has available positions. If necessary, be politely persistent!

Please note: Most departments give preference to hiring students eligible for Federal Work-Study. To confirm your eligibility, check your Financial Aid award letter. *If you are not eligible for Work-Study, it's possible you will not find an on-campus job.* Off-campus job opportunities are options you may want to pursue.

Academic Resource & Writing Center (ARWC)

Location: Good Library, first floor

Contact: Karen Day

Work-study eligible: Yes

Rate of pay: \$7.50/hour

Availability: Positions will be posted on the online job bank (www.goshen.edu/jobs). Assistant is hired in spring for the following year; tutors and mentors are hired each semester.

Applying: Students can contact Karen Day by email (klday) or phone (7846). Students applying for Student Coordinator position will fill out an application and complete an interview. Résumés are desired.

Job descriptions:

- *Student Coordinator*—assists with the Tutoring and Writing Mentor programs.
- *Academic Tutors*—tutor students once a week in an academic subject (tutors hired for various subjects as needed). Tutors must be recommended (or approved) by faculty.
- *Writing Mentors*—assist students one-on-one with written assignments once a week. It's preferred that mentors have taken at least one English course taught by a GC professor and that they are recommended by a faculty member.

Admission Office

Location: Wyse hall, first floor

Contact: Mandy Yoder

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Positions will be posted on the online job bank (www.goshen.edu/jobs) and the daily online Communicator

Applying: Visit the Admission office in person to complete an application.

Job descriptions:

- *Call Team*—call prospective students and build relationships while sharing information about GC and encouraging them to apply.
- *Office Assistant*—provide general clerical/office assistance.

- *Admission Student Interns*—provide support and assistance to an Admission Counselor in order to meet the recruitment goals of assigned admission territory.

Athletic Department

Location: Rec-Fitness Center

Contact: Tim Demant

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Contact Tim via phone (7491) or email (tdemant) to inquire about available positions.

Applying: Email Tim (tdemant).

Job descriptions:

- *Home Events Staffing*—help run home games. Positions include Ticket Takers, Promotions, & Set up.



Audio-Visual Services - ITS Media

Location: Union south

Contact: Sarah Mlotshwa

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs) and in the Communicator. Students are only hired at the beginning of semesters (mostly in fall). ITS Media hires only first, second and third year students.

Applying: Interested students should respond via email (media@goshen.edu).

Job descriptions:

- *Student Technicians*—work with ITS Media staff to provide audio/visual support for on campus events and classrooms. Assignments may include running live sound at chapel/convo, setting up video/data projection for special lectures, or videotaping sporting events and music recitals.
- *Office Assistants*—primarily assist customers with equipment checkout, answer phones, and assorted multimedia requests; some clerical work such as filing, organizing, etc. with heavy focus on technology.

AVI Fresh Food Services

Location: Westlawn Dining Hall

Contact: Bob Rombach

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Stop by in person to apply.

Job descriptions:

- *Student Dining Workers*—dining workers are hired to fill a variety of roles, including cashiers, cooks, dishwashers, dining team members, and servers.



Bookstore (Follet)

Location: Union Building above computer lab

Contact: Linda Schlabach Miller, Manager

Work-study eligible: No

Rate of pay: \$7.25-\$9.00/hour, depending on experience; benefits include discounts in the bookstore on textbooks, supplies, clothing and gifts.

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Positions are filled before the school year begins.

Applying: Stop by in person to apply.

Job description:

- *Temporary Cashiers*—provide great customer service by greeting and helping students find course materials, fulfilling online orders, and operating a cash register. Job entails approximately 15-20 hours a week for about the first two weeks each semester. Can schedule around classes.

Campus Center for Young Children

Location: College Mennonite Church

Contact: Janet Whalen Couch

Work-study eligible: Yes. CCYC only hires students eligible for federal work study.

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs) and in the daily online Communicator.

Applying: Email Janet (janetc@goshen.edu).

Job description:

- *Teacher's Assistants*—assist childcare teachers with the care and nurturing of children ages 18 months through kindergarten, engaging children in play and having fun. Flexible hours.

Campus Ministries

Location: Administration building (AD 12)

Contact: Bob Yoder

Work-study eligible: No

Rate of pay: Assistants: \$7.25/hour; Ministry Leaders: \$500 stipend per semester, plus choice of single room.

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). *Hiring is completed in the spring for the following school year.*

Applying: Complete the application form on the Campus Ministries web site.

Job descriptions:

- *Chapel Assistant*—works with the Campus Minister to plan for and carry out a Friday Chapel program.
- *Community Voluntary Service Assistant*—responsible for overall leadership of a program that offers students a variety of service opportunities.
- *Ministry Leaders*—serve the residence halls and apartments through informal contact with students regarding faith matters and offer some programming, such as Bible studies or small groups or service projects, that nurtures the spiritual life of students.

Career Services Office

Location: Administration building (AD 14)

Contact: Mēgan Bonham

Work-study eligible: Yes

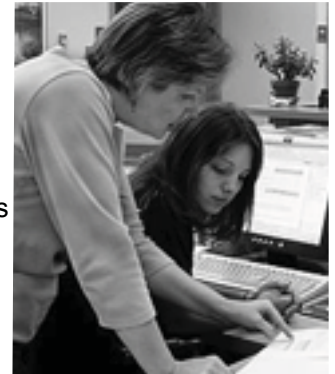
Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Email to request an application (megansb).

Job description:

- *Office Assistant*—general office assistance including data entry for the online job & internship bank, mailings, posting flyers, special projects, and other tasks as needed.



Center for Intercultural Teaching & Learning (CITL)

Location: Union North

Contact: Rebecca Hernandez or S. Rocio Diaz

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Research Fellows are hired in the spring semester for the following school year; *fellow positions are full for 2009-10.*

Applying: Stop by in person to request an application.

Job description:

- *Office Assistant*—general clerical/office assistance, perform assigned duties under minimal supervision, special projects; confidentiality required.
- *Student Research Fellows*—CITL aims to understand and disseminate findings on the nature and/or process of intercultural education as it relates to Latino students and their families in the Midwest. Fellows will collaborate closely with CITL staff and faculty research fellows in advancing the goals of the Center.

College Relations

Location: Westlawn

Contact: Kelli King

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs) and the daily online Communicator.

Applying: Contact Kelli by email (kellibk) or phone (7563).

Job description:

- *Office Assistant*—general clerical/office assistance, data entry, mailings, special projects.

Conferences & Events Office

Location: Church-Chapel, Room 106

Contact: Sheila King

Work-study eligible: Yes

Rate of pay: \$7.25/hour; full-time summer employees are paid at a higher rate.

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Most school year staff are hired in the fall. Summer employees are hired beginning in January, with preference for experienced staff.

Applying: Pick up an application in the office or request one via email (events@goshen.edu).

Job descriptions:

- *Event Assistants*—help monitor events, catering, draping tables, and some set-up.
- *Production Crew*—assists Production Manager, includes ushers, light/sound operators, house managers, stage managers, etc.
- *Office Assistant*—general clerical/office assistance.

Development Office

Location: Administration building, AD 01

Contact: Rose Shetler

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Contact Development office.

Applying: Visit the Development office in person to complete an application.

Job description:

- *Student Assistants in Advancement*—work to develop relationships between alumni, friends and churches with the college. Students are asked to assist in a professional capacity in a number of different areas, all of which relate to contacts with various donors and alumni. Duties will include hosting and assisting at donor events, staffing annual phonathons, handwriting notes to donors and alumni, or working as an office assistant in the Development or College Relations offices.

Financial Aid

Location: Administration building (AD 10)

Contact: Jeanette Yoder

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Stop by in person or email Jeanette (jfyoder).

Job description:

- *Clerical/Office Assistants*—provide general clerical/office assistance.

GCTV (Goshen College Television)

Location: Newcomer 8

Contact: Seth Conley

Work-study eligible: Yes

Rate of pay: \$7.25/ hour

Availability: Contact Seth to inquire about available positions.

Applying: Contact Seth via email (sconley) or in person.

Job description:

- *Video Production Assistants*—GCTV is the internal video production unit for Goshen College. Video Production Assistants work as videographers, sound recordists, lighting assistants, and video editors on video projects representing GC intended for web, DVD or broadcast. Interested students should have experience with high definition video production equipment and work flows.



Human Resources

Location: Kulp basement

Contact: Vickie Miller

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Contact Vickie by phone (6111) or email (hr@goshen.edu).

Job description:

- *Student Assistant*—mailings, creating and maintaining spreadsheets, filing, typing agendas, data entry. Bilingual (English/Spanish) students could also translate documents. Confidentiality required.

Information Technology Services (ITS)

Location: Union (UN 007)

Contact: Pamela Kistler-Osborne

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Hiring and training are usually done in the spring with students starting shifts either May term or fall. Students may also call the Helpdesk

(7700) to find out about current openings.

Applying: Candidates should complete the web application at: www.goshen.edu/its/Help_Desk/STA

Job description:

- *Student Technology Assistants*—provide technical assistance to Goshen College faculty, staff and students. Ideal candidates will be patient, customer-focused, and able to communicate technical concepts to individuals of all competency levels. Strengths should include demonstrated skills in problem-solving methodology and extensive knowledge of software including but not limited to: word processing, spreadsheets, graphic packages, and web browsers.



Java Junction Coffee Bar

Location: KMY Connector

Contact: Michelle Horning

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions are posted in the daily online Communicator.

Students may apply any time during the year, but especially during the summer and before each new semester begins.

Applying: Send an email to Professor Michelle Horning (michelleeh) or the current student Human Resource manager.

Job description:

- *Baristas*—prepare and serve food and beverage items; cater for on-campus events/conferences/receptions.



Library

Location: Good Library

Contact: Laura Hostetler

Work-study eligible: Yes

Rate of pay: \$7.25/hour, \$8.20/hour for student supervisors

Availability: Available positions are posted on the job bank (www.goshen.edu/jobs) in May for the following school year. Most positions are filled before fall semester begins.

Applying: Stop by the library in person or email Laura (laurash). Applications are generally not accepted over the summer.

Job descriptions:

- *Student Assistant for Library Offices*—create displays for lobby, filing, organizing, cleaning, copying, errands, special projects, etc.
- *Circulation Student Assistants*—Assist library patrons to check-out materials, check-in materials, shelving and shelf reading, answer phone, refill paper in copiers, and assist library staff as needed.
- *Weekend Student Supervisors*—open and close library on weekends and supervise student library assistants working on weekends. Responsibilities include customer services such as issuing copier cards, accepting applications for community library cards, validating user IDs, responding to copier questions/problems, etc.

Multicultural Affairs Office

Location: Administration building (AD 14)

Contact: Odelet Nance

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Contact Odelet by email (onance) or phone (7548).

Job description:

- *Office Assistants*—general office assistance including answering phones, data entry, mailings, posting flyers, special projects, and other tasks as needed.

Music Center

Location: Music Center

Contact: Dustin George-Miller

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Contact Dustin by email (dustingm).

Job descriptions:

- *Office Assistant*—help with administrative and clerical responsibilities. Duties include welcoming guests, answering phones, photocopying, word processing, assisting with mailings, data entry, spreadsheet creation and updating, minor accounting, and assisting with Community School of the Arts registrations
- *Listening Lab Attendants*—assist fellow students with finding and signing out music scores, listening materials, videos, etc. Knowledge of classical music very helpful. Music majors and minors are especially encouraged to apply.

Physical Plant

Location: Physical Plant (across railroad tracks from Coffman)

Contact: Joy Hite

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Stop by in person to complete an application.

Job descriptions:

- *Office Assistant*—answer phones, direct requests, file, mail.
- *Grounds Crew*—general grounds maintenance including weeding, edging, trimming trees, raking leaves.
- *General Maintenance Crew*—basic carpentry, painting, and miscellaneous tasks.
- *Custodial Assistants*—general cleaning tasks including vacuuming, emptying wastebaskets, and washing inside windows.
- *Traffic Board Secretary*—process tickets, data entry, respond to emails, correspond with Student Life.
- *Electrical, Plumbing, & Phone Maintenance Crew*—past experience in any of these areas is helpful.



Public Relations

Location: Administration building (AD 26)

Contact: Richard Aguirre

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). *No openings are anticipated for fall, but students are welcome to inquire.*

Applying: Stop by in person to complete an application.

Job descriptions:

- *Web Assistant*—web design experience needed.
- *Graphic Design Assistant*—experience needed in graphic design and Adobe Suite. Open to juniors and seniors.
- *Writing Assistant*—prerequisite: written communication courses, open to sophomore-senior.
- *Photographer*—experience with high school or college newspaper or yearbook helpful, not required to have own camera.

Printing & Mailing Services

Location: Coffman basement

Contact: Joe Bean

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Hiring begins over the summer for fall semester.

Applying: Contact Joe via email (joegb).

Job description:

- *Student Assistants*—process incoming and outgoing printing & mailing projects.



Recreational Fitness Center

Location: Rec-Fitness Center

Contact: Doug Yoder, Josh Keister

Work-study eligible: Yes

Rate of pay: \$7.25/hour, \$7.75/hour for lifeguards

Availability: For lifeguard: Call Josh at 7748.

Applying: Front desk: contact Doug by phone (7495) or email (dougy). Lifeguard: contact Josh by phone (7748) or email (joshdk).

Job descriptions:

- *Front Desk Workers*—general receptionist duties and some laundry (folding towels).
- *Lifeguards*—certified lifeguard.

Registrar's Office

Location: Administration building (AD 06)

Contact: Stan Miller

Work-study eligible: Yes. Students must be eligible for federal work study.

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs).

Applying: Email Stan (stanreg).

Job description:

- *Student Scanners*—scan student ID cards as they enter convocation and chapel services on Mondays and Fridays (and some Wednesdays) at 10 am.

Switchboard

Location: Wyse, room 115

Contact: Marge Brandeberry

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Call Marge (7400) or stop by in person.

Applying: Stop by in person.

Job description:

- *Switchboard Assistants*—operate the campus switchboard; answer phones and direct calls to the appropriate person or department.

Theater

Location: Umble Center

Contact: Doug Caskey, Jerry Peters

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Hiring begins over the summer for fall semester. *Positions are filled for 2009-10 school year.*

Applying: Email Doug Caskey (douglc) or Jerry Peters (jerry).

Job descriptions:

- *Theater Assistants*—jobs vary, may include costume, light, set, and sound assistants.
- *Master Carpenter*—supervise the shop preparation of scene sets.

Welcome Center

Location: Union, South

Contact: Lisa Weaver

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank (www.goshen.edu/jobs). Positions will be filled very early in fall semester.

Applying: Email your resume to Lisa (lisalw).

Job description:

- *Office Assistant*—Serve as first point of contact for visitors to campus, answer phone calls, assist with ticket sales, and other clerical work.

WGCS-FM, 91.1 The Globe

Location: Union

Contact: Jason Samuel

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Contact Jason to inquire about available positions.

Applying: Contact Jason directly via email (jasonks), phone (7688), or in person.

Job description:

- Based on experience or availability, tasks range from on-air work, production, programming and board operating.