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 traditionally hold, but not all of these jobs are currently available. Follow the instructions for each department to determine whether or not they have open positions.

Many job opportunities will be posted on the online job bank at www.goshen.edu/jobs. Please note: most departments give preference to hiring international students and students eligible for Federal Work-Study funds as part of their financial aid package. (Check your financial aid award letter.) If you do not have 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)

**Good Library, first floor**

**Contact:** Lois Martin  
**Work-study eligible:** Yes  
**Rate of pay:** Student Assistant: $7.25/hour; Tutors & Mentors: $7.50/hour  
**Availability:** Positions will be posted on the online job bank. Student Coordinator is hired in spring for the following year; tutors and mentors are hired each semester.  
**Applying:** Contact Lois Martin by email (lmartin) or phone (7576). Students applying for Student Coordinator position will fill out an application and complete an interview. Résumés are desired.  
**Job descriptions:**  
- **Student Coordinator** – makes database entries; assists with the Tutoring and Writing Mentor programs; performs some office duties  
- **Academic Tutors** – tutor students a group of 2 to 5 students one hour per week in an academic subject (tutors hired for various subjects as needed). Tutors must be recommended (or approved) by faculty and attend at least 3 hours of training.  
- **Writing Mentors** – assist students one-on-one with written assignments in the Writing Center or in weekly sessions. Applicants must provide a writing sample and two faculty recommendations, and take an English proficiency test. Preference is given to applicants who have completed a writing class at GC with a B or above.  

### Admissions Office

**Wyse hall, first floor**

**Contact:** Jo Helmuth  
**Work-study eligible:** Yes  
**Rate of pay:** $7.25/hour  
**Availability:** Positions will be posted on the online job bank and in the Communicator.  
**Applying:** Stop by in person to apply or call Garrett (7578) or Ashley (4711)  
**Job descriptions:**  
- **Call Team** – call prospective students; 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

**Rec-Fitness Center**

**Contact:** Josh Keister  
**Work-study eligible:** Yes  
**Rate of pay:** $7.25/hour  

### Audio-Visual Services – ITSMedia

**Union south**

**Contact:** Kimberly Glick  
**Work-study eligible:** Yes  
**Rate of pay:** $7.25/hour  
**Availability:** Positions are posted on the job bank and in the Communicator. Students are hired only at the beginning of semesters (mostly in fall). First- and second-year students preferred as positions are training intensive.  
**Applying:** Application at: www.goshen.edu/itsmedia/home/employmentopportunities or contact ITS Media by email at media@goshen.edu for more information.  
**Job descriptions:**  
- **Student Technicians** – work with ITSMedia 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

**Westlawn Dining Hall**

**Contacts:** Jeremy Corson or Ashley Erhardt  
**Work-study eligible:** Yes  
**Rate of pay:** $7.25/hour  
**Availability:** Positions will be posted on the job bank and in the Communicator.  
**Applying:** Stop by in person to apply or call Garrett (7578) or Ashley (4711)  
**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)

**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. 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 Activities Council

**Student Apartments**

**Contact:** Katie Dwyer-Zeman  
**Work-study eligible:** Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank and the Communicator. Hiring is completed in the spring for the following school year.
Applying: Applications will become available online in February. Apply online at goshen.edu/campuslife/cac-application
Job description:
• Campus Activities Council Member – direct campus activities and work to facilitate an environment that encourages positive social growth in the lives of students.

Campus Center for Young Children
College Mennonite Church

Contact: Janet Whalen Couch
Work-study eligible: Yes, candidates must have federal work study.
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank and the
• Communicator. (For Arbor Ridge openings, email ccycarborridge@gmail.com)
Applying: Email Janet (janetc).
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.

Campus Ministries
Kulp Basement (Kulp 006)

Contact: Bob Yoder or Gwen Gustafson-Zook
Work-study eligible: No
Rate of pay: Worship Assistant: $200 stipend per year; Ministry Leaders: $500 stipend per year, plus option for private room
Availability: Available positions will be posted on the job bank. Hiring is completed in the spring for the following school year.
Applying: Complete the application form on the Campus Ministries web site.
Job descriptions:
• Worship Assistant – works with the Worship Minister to plan for and carry out the Chapel program and other worship opportunities.
• Ministry Leaders – serve the residence halls and apartments through informal contact with students regarding faith matters and offer programming, such as Bible studies or small groups or service projects, that nurtures the spiritual life of students.

Career Services Office
Administration building (AD 01)

Contact: Dan Liechty
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Email to request an application (careerservices).
Job description:
• Office Assistant – general clerical/office assistance, including: data entry, phone and desk coverage, event preparation, and other tasks as needed.

Center for Intercultural & International Education (CIIE)
Union North

Contact: Gilberto Perez Jr. or Rocio Diaz
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Stop by in person to request an application.

College Relations
Administration building (AD 01)

Contact: Dan Liechty
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank and the Communicator.
Applying: Contact Dan by email (dankl) or phone (7002).
Job description:
• Office Assistant – general clerical/office assistance, data entry, mailings, special projects.

Communications & Marketing (Com-Mar)
Wyse Hall North (Wyse 114)

Contact: Jodi Beyeler
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Email a resume and cover letter to jodihb
Job descriptions:
• Web Assistant – web design/development 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 – prior experience needed (ex. high school or college newspaper or yearbook); not required to have own camera.

Development Office
Administration building (AD 01)

Contact: Rose Shetler
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted at the job fair or on the job bank.
Applying: Contact the Development Office (lower level, AD Building).
Job description:
• Student Associates in Advancement – Develop relationships between the college and alumni, friends and churches. Host and assist at donor events, staff or supervise annual phonathons, work as an office assistant in the Development or Alumni/Church Relations offices, or visit with donors.
• Phonathon Callers – Call alumni and friends of the college in the fall and/or spring, and ask them to support the Student Aid Fund. If you can be polite and somewhat chatty, and if you can speak positively about your GC experience, then you have what it takes to be an exceptional Phonathon Caller.
• Phonathon & Philanthropy Intern - Responsible for the overall operations of running Student Aid Phonathon, including supervision of call team. In addition, the intern will gain further experience in fundraising, development
and engagement, through the management of events such as Senior Class Gift Drive, Tuition Free Day, and assisting with Grandparents Day.

Executive Office
Administration building (AD 13)

Contact: Deanna Risser
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Contact Deanna by email (deannaar).
Job description:
- Student Assistant – assists with various tasks for the VP for Finance, Institutional Research, Academic Dean, and occasionally the President’s Office.

Financial Aid
Administration building (AD 14)

Contact: Jeanette Yoder
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Stop by in person or email Jeanette (jfyoder).
Job description:
- Office Assistants – provide general clerical assistance.

Information Technology Services (ITS)
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 GC employees 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.

Intramural Sports
Administration building (AD 14)

Contact: Chad Coleman
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions are posted on the job bank and in the Communicator.
Applying: Apply online at goshen.edu/intramurals/intramural-staff-application
Job description:
- Duties include set-up and tear down for Intramural games, officiating, score keeping, reporting results of intramural sports contests and attending weekly meetings with the Director of Intramural Sports.

Java Junction Coffee Bar
KMY Connector

Contact: Michelle Horning
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions are posted on the job bank and in the Communicator. Most hiring is done in April in anticipation of staffing needs for the next school year. Applicants with food service experience are preferred.
Applying: Send an email to Professor Michelle Horning (michelleeh) or the current student Human Resource manager.
Job description:
- Baristas – provide excellent customer service by maintaining a clean work area, clean customer area, preparing drinks and food items, maintaining an appropriate level of inventory in Java Junction, and assisting with catering events on campus as needed. Baristas need to have a pleasant disposition and a willingness to learn and continually improve their skills.

Library
Good Library

Contact: Ruth Hochstetler and Eric Bradley
Work-study eligible: Yes
Rate of pay: $7.25/hour, $8.20/hour for student supervisors and trained reference interns
Availability: Available positions are posted on the job bank in May for the following school year. Positions are usually filled before fall semester begins. Reference interns are selected in January and trained spring term to begin work the following fall.
Applying: Stop by the library in person or email Ruth (rutheh2). Applications are generally not accepted over the summer.
Job description:
- 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.
- Reference Intern – provide reference service at the reference desk during late evening hours and on weekends after a period of training.
- 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.

Music Department
Music Center

Contact: Brian Mast
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank. Hiring begins over the summer for fall semester.
Applying: Email Brian (brianm).
Job description:
- Production Crew – assists Production Manager, includes ushers, lighting/sound operators, house managers, stage managers, etc. Apply to: pvevents@goshen.edu

Office of Conferences & Events
Church-Chapel (Room 106)

Contact: Cynthia Good Kaufman
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. Most school year staff are hired in the spring for the following academic year. 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).

Job descriptions:
• **Event/Office Assistants** – help monitor events, catering, draping tables, set-ups, and general clerical/office assistance.

**Physical Plant**
Physical Plant (across railroads tracks from Coffman)

Contact: Sarah Stutsman
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Stop by in person to complete an application.

Job descriptions:
• **Office Assistant** – answer phones, direct requests, file and mail.
• **Grounds Crew** – general grounds maintenance including weeding, edging, trimming trees and raking leaves.
• **General Maintenance Crew** – basic carpentry, painting and miscellaneous tasks.
• **Custodial Assistants** – general cleaning tasks for dorms and classrooms: mop, vacuum, pull trash, set-up for events and deep cleaning projects as needed
• **Traffic Board Secretary** – process tickets, data entry, respond to emails and correspond with Student Life.
• **Electrical, Plumbing, & Phone Maintenance Crew** – past experience in any of these areas is helpful.

**Printing & Mailing Services**
Coffman basement

Contact: Janet Shoemaker
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank. Hiring begins over the summer for fall semester.
Applying: Contact Janet via email (janetss).

Job description:
• **Student Assistants** – process incoming and outgoing printing & mailing projects.

**Recreational Fitness Center**
Rec-Fitness Center

Contact: Josh Keister
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Call Josh at 7475. Front desk positions are usually filled prior to the start of the school year.
Applying: Contact Josh by phone (7475) or email (joshdk).

Job descriptions:
• **Front Desk Workers** – general receptionist duties and some laundry (folding towels).

**Residence Life**
Administration building (AD 14)

Contact: Chad Coleman
Work-study eligible: Yes
Rate of pay: $3,035 stipend, plus options for private room
Availability: Available positions will be posted on the job bank and the Communicator. Hiring is completed in the spring for the following school year.
Applying: Apply online at goshen.edu/campuslife/residence_life/ra.

Job description:
• **Resident Assistants and Resident Leaders** – provide leadership for a residence hall unit, establish relationships with students on the floor and participate in training and team building activities.

**Registrar’s Office**
Administration building (AD 14A)

Contact: Becky Horst
Work-study eligible: Yes, candidates must have federal work study.
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank.
Applying: Email Stan (stanreg).

Job description:
• **Student Scanners**—scan student ID cards as students enter convocation and chapel services on Wednesdays (and occasional Fridays) at 10 am. This year we will also have evening convocation events throughout the semester, so scanners will also work at several evening events. Cannot have a 9 am class on MWF.

**Switchboard**
Welcome Center, Union South

Contact: Lisa Weaver
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Call Lisa (7664), email (lisalw), 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**
Umble Center

Contact: Tamera Izzlar
Work-study eligible: Yes
Rate of pay: $7.25/hour
Availability: Available positions will be posted on the job bank. Hiring begins over the summer for fall semester.
Applying: Email Tamera (tnizlar)

Job descriptions:
• **Theater Assistants** – jobs vary, may include costume, light, set and sound assistants.
• **Master Carpenter** – build sets for all theater department shows.
• **Master Electrician** – hang cable & focus lighting instruments for all Umble Ctr events.
• **Wardrobe Supervisor** – manage costume shop.

**WGCS-FM, 91.1 The Globe**
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 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.**