

2012-13 GOSHEN COLLEGE STUDENT EMPLOYMENT DIRECTORY

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: www.goshen.edu/jobs. Please note: Most departments give preference to hiring international students and students with Federal Work-Study 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)

Location: Good Library, first floor

Contact: Lois Martin

Work-study eligible: Yes

Rate of pay: Student Coordinator: \$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*—assists with the Tutoring and Writing Mentor programs; makes database entries.
- *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 in the Writing Center or in weekly sessions. Applicants must provide a writing sample and faculty recommendation, and pass an English proficiency test. Preference given to applicants who have completed a writing class at GC with a B or above.

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 and the daily online Communicator

Applying: Stop by in person to complete an application.

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

Location: Rec-Fitness Center

Contact: Tim Demant

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank.

Applying: Email Tim (tdemant).

Job descriptions:

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

Audio-Visual Services – ITSMedia

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 and in the Communicator. Students are only hired at the beginning of semesters (mostly in fall). ITSMedia hires only first, second and third year students.

Applying: Respond via email (media@goshen.edu).

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

Location: Westlawn Dining Hall

Contacts: Bob Rombach or Ashley Erhardt

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank and in the daily online Communicator.

Applying: Stop by in person to apply or call Bob (7580) 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)

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. 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

Location: Yoder RD Apartment

Contact: DaVonne Harris

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: Pick up an application in the Student Life office.

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

Location: 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 ccyarborridge@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

Location: Administration building (AD 12)

Contact: Bob Yoder or Gwen Gustafson-Zook

Work-study eligible: No

Rate of pay: Worship Assistant: \$7.25/hour; 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 Friday Chapel programs and 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

Location: Administration building (AD 14)

Contact: Liz Fisher

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 (lfisher).

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.

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, data-entry, confidentiality required. Must be responsible and reliable. Juniors and seniors are preferred.
- *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. Must be responsible and reliable. Juniors and seniors are preferred.

College Relations

Location: Administration building (AD 01)

Contact: Kelli King

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 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: Candace Gleason

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@goshen.edu).

Job descriptions:

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

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: Pick up an application in the Development Office (lower level, AD Building).

Job description:

- *Student Assistants in Advancement*—works to develop relationships between the college and alumni, friends and churches. Duties will include hosting and assisting at donor events, staffing or supervising annual phonathons, or working as an office assistant in the Development or Alumni/Church Relations offices.
- *Phonathon Callers*—call alumni and friends of the college and ask them to support the Student Aid Fund. If you can be polite, somewhat chatty and if you can speak positively about your GC experience, then you have what it takes to be an exceptional Phonathon Caller.

Executive Office - Institutional Research

Location: Administration building (AD 13)

Contact: Scott Barge

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank.

Applying: Contact Scott by email (scottcb).

Job description:

- *Survey Research Intern*—assists in analyzing GC survey data to develop summary reports for a variety of surveys administered on campus.

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.

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

Job description:

- *Office Assistants*—provide general clerical assistance.

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 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

Location: Administration building (AD 14)

Contact: Chad Coleman

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions are posted in the Communicator.

Applying: Request an application from Chad Coleman (chadc).

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

Location: KMY Connector

Contact: Michelle Horning

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions are posted in the 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 (michelleh) 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

Location: Good Library

Contact: Ruth Hochstetler and Mary Beth Schlabach

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 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.
- *Reference Interns* – 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.

Multicultural Affairs Office

Location: Administration building (AD 14)

Contact: Sophie Metzger

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Open positions will be posted on the job bank. Program Coordinators are hired in spring for the following school year.

Applying: Contact Sophie by email (sophiam) or phone (7030).

Job description:

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

Nursing Department

Location: Wyse 2

Contact: Cheryl Blaum

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Available positions will be posted on the job bank. Open positions are usually filled over the summer or very early in fall semester. Nursing students are not eligible to apply.

Applying: Contact Cheryl via email (cherylab).

Job description:

- *Office Assistant*—assist with general clerical duties including data entry, filing, answering phones, greeting visitors, completing mailings and photocopying.

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.

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 & 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.

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.

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. 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: Josh Keister

Work-study eligible: Yes

Rate of pay: \$7.25/hour

Availability: Call Josh at 7748. 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

Location: 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: Applications available on the Residence Life web site.

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

Location: Administration building (AD 06)

Contact: Stan Miller

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 Mondays and Fridays (and some Wednesdays) at 10 am. Cannot have a 9 am class on MWF.

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 or Andrew Moeggenborg

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 Doug (doug1c) or Andrew (andrewm1)

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 and focus lighting instruments for all events in Umble Center.
- *Wardrobe Supervisor*—manage the costume shop.

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.