

# Bethel College

## Potential Campus Employment Opportunities for 2011-2012

DEPARTMENT	POSITION	JOB DESCRIPTION
Office of Academic Support	Tutors	Tutoring Bethel students. <b>Qualifications:</b> 3.0 GPA; must be sophomore – senior; must have received an A or A- in class interested in tutoring.
Acorn	Counter Servers and Cashiers	Sandwich and salad prep. Cashier duties. Some light cleaning and stocking. Student managers have potential of \$500 Sodexo scholarship.
Admission Office	Tour Guide	Take perspective students around campus. <b>Qualifications:</b> Must have attended Bethel for at least one semester.
	Student Callers	Contact perspective students by phone. <b>Qualifications:</b> Must have attended Bethel for at least one semester.
	Summer Team Member	Travel to various camps to represent Bethel College.
	Asst. Visit Coordinator	Confirm and plan campus visits.
	Office Assistant	Perform general office tasks.
Alumni Office	Office Assistant	Perform general office tasks. Occasional weekend hours required during alumni events. <b>Qualifications:</b> Basic understanding of Microsoft Word and Excel.
Art Center	Student Assistant	<b>Qualifications:</b> Preferably freshman or sophomore non-art major; 10-12 hours per week; various jobs.
	Ceramics Studio Asst.	Responsibilities include monitoring the kiln.
Athletic Department	Intramurals Basketball and Football Referees	Perform set-up, officiating, scorekeeping, and sign-ups.
	Athletic Training	Assist head athletic trainer.
Beacon/Helm	Publications Assistant	Perform typing, filing, editing, labeling photos and assisting in production of <i>The Beacon</i> or <i>Helm</i> as needed.
Bookstore	Associate	<b>Qualifications:</b> Good people skills, experience handling cash.
Bowen Library	Circulation Desk	Check in and out library materials. Shelve books.
Campus Safety	Event Staff	Special event parking, traffic control.
	Dispatch	Typing and filing. <b>Qualifications:</b> Must be computer literate.
College Childcare Ministry (Daycare)	Childcare	<b>Needed:</b> Part-time on Tuesdays and Thursdays. <b>Qualifications:</b> Must have flexible schedule.
Computer Services	Computer Technician	Install desktop computers, install/ replace hardware and software in computers, troubleshoot problems, set up printers.
	Lab Assistant	Assist students in lab with minor questions and problems.
	Web Technician	Update site content, including text, pictures and graphics. Program and design websites.
School of Education	Office Assistant	Perform general office tasks. <b>Qualifications:</b> Strong computer skills. Education major preferred. Lunch hour availability a plus.
Education Resource Center	ERC Assistant	Perform circulation desk tasks; process new materials; complete secretarial tasks. <b>Qualifications:</b> Computer skills and/or library experience preferred.
Everest/Rohrer Fine Arts Building	Student Staff	Stage set-up, hang and run lights, stage management, stage crew. <b>Qualifications:</b> Experience preferred.
Food Service – Dining Commons	Student Staff	Learn to perform in various campus serving areas: Line server, dish room, salad prep, floor care, etc. Student managers have potential of \$500 Sodexo scholarship.
Food Service – Catering	Servers and Catering Assistants	Servers for banquets and receptions. Table set-up, service and clean up. Flexibility of hours - will be contacted as needed. Student managers have potential of \$500 Sodexo scholarship.
Institutional Advancement	Telemarketing	Place calls to Bethel alumni and friends. Position is only for few weeks each year.
	Office Assistant	Perform general office tasks. <b>Qualifications:</b> Computer skills preferred.

<b>Mailroom</b>	Mailroom Clerk	Sort and deliver mail to campus offices.
<b>Maintenance Department</b>	Grounds	Outdoor work: flower bed maintenance, mowing, trimming, trash pick-up.
	Housekeeping	Sweep, dust, clean bathrooms as necessary.
	Maintenance	Move furniture; set-up for events; run errands; change light bulbs; clean vehicles; paint indoor and outdoor as indicated.
	Clerical	Perform general office tasks.
	CAD operator	Use computer program to update fire charts and blue prints of campus buildings. <b>Qualifications:</b> CAD experience needed
<b>Media Production Services</b>	Audio Technician	Transport, set up and operate audio systems for events on campus. <b>Qualifications:</b> Experience preferred.
	Office Assistant	Assist with office duties, media duplication, and media transfers. Training provided.
<b>Music Department</b>	Office Assistant	Perform general office tasks. <b>Qualifications:</b> Must be able to read music. Music experience preferred.
<b>Music Ministry Team</b>	Assistant	Maintain music library. <b>Qualifications:</b> Proficiency in MS Word and Excel, music dictation and transposing. Music major preferred.
<b>Natural Science Division</b>	Lab Assistant	Set-up lab, and assist during lab sessions. <b>Qualifications:</b> Upperclassmen preferred.
<b>Nursing Division</b>	Clerical	Perform general office tasks.
<b>Semester Abroad</b>	Office Assistant	Perform general office tasks. <b>Qualifications:</b> Junior or senior preferred.
<b>Student Development</b>	Chapel Attendance	Check students' IDs for chapel. 2 hours per week. <b>Qualifications:</b> Must be available at 9:30 am.
	Office Assistant	Perform general office tasks.
<b>Student Financial Services</b>	Clerical	Perform general office tasks.
<b>Sufficient Grounds Coffeehouse</b>	Student Staff	<b>Qualifications:</b> Possess good people skills; experience handling cash sales; knowledge of proper food handling. Student managers have potential of \$500 Sodexo scholarship.
<b>Theatre Arts</b>	Office Assistant	Perform general office tasks. <b>Qualifications:</b> Theatre major preferred.
	Ticket Office	<b>Qualifications:</b> Computer literate; excellent people skills. Experience handling cash sales.
<b>Writing Center</b>	Writing Center tutor	<b>Qualifications:</b> Requires excellent writing and communications skills. Monthly meetings. GPA of 3.0 and faculty recommendation are required. Upperclassmen preferred.

*Note: Student wages range from minimum wage to \$10.50 per hour. Most student jobs are for the academic year, however some positions may be available during the summer months and over semester breaks. This is a summary list, and students should be aware that specific requirements and qualifications may apply.*

## **TO SEE IF A JOB IS AVAILABLE:**

Available positions will be listed on the [Employment Opportunities](#) page under [Student Employment](#).