

# Bethel College

## Campus Employment Opportunities for 2009/2010

DEPARTMENT	CONTACT PERSON	POSITION	JOB DESCRIPTION
Academic Support Center	Melody Terkos (574) 257-3523	Tutor	Tutoring students.
Acorn	Lorena Erdel (574) 252-8547	Counter Servers and Cashiers	Preparation of sandwiches and salads. Cashier duties. Some light cleaning and stocking.
Admissions	Jake Carr (574) 807-7357	Tour Guide	Take perspective students around campus. Must have attended Bethel for at least a semester.
	Lindsey Hab (574) 807-7352	Student Callers	Contact prospective students by phone. Must have attended Bethel for at least a semester.
	Allen Wagler (574) 807-7358	Summer Team Member	Travel to various camps to represent Bethel.
	Mona Conrad (574) 807-7355	Asst. Visit Coordinator Office Assistant	Confirm and plan campus visits. Various office tasks.
Adult Studies	Sandra Lesko (574) 807-7328	Clerical Staff	Various office tasks.
Alumni Office	Lois Pannabecker (574) 257-7619	Office Assistant	Various office tasks.
Art Center	Chris Stackowicz (574) 257-2670	Student Assistant	Preferably freshman or sophomore non-art major; 10-12 hours per week; various jobs
		Ceramics Studio Asst.	Responsibilities include monitoring the kiln.
Athletic Department	Travis Beam (574) 252-8715	Intramurals	Set-up, officiating, scorekeeping, sign-ups.
	John Natali (574) 257-3514	Housekeeping	Dusting, sweeping, post-game clean-up.
	Sarah Hauck (574) 257-2677	Ticket/Concession Sales	Selling tickets and concessions at events.
		Sports Information Athletic Training	Assist in reporting information to the media. Assist the head athletic trainer.
Beacon/Helm	Cindy Jacobs (574) 257-3409 or jacobsc@BethelCollege.edu	Publications Assistant	Duties related to publications include typing, filing, editing, labeling photos and assisting in production of <i>The Beacon</i> or <i>Helm</i> as needed.
Bookstore	Ed Bernhart (574) 257-3250	Associate	Good people skills, experience handling cash.
Bowen Library	Tim Amstutz (574) 807-7001	Circulation Desk	Check in and out library materials. Shelve books.
Business Division	Patsy Fish (574) 257-3489	Office Assistant	Lunch coverage 11-12:30. Answering phone and light clerical.
Campus Safety	Miriam Wertz (574) 257-3346	Event Staff	Special event parking, traffic control.
		Dispatch	Typing and filing; must be computer literate.
College Park Daycare	Missy Bayer (574) 807-7824	Childcare	Needed Monday-Friday 7:30 a.m. to 5:30 p.m.
Computer Services	Beda Dodge (574) 807-7100	Computer Technician	Install desktop computers, install/ replace hardware & software in computers, troubleshoot problems, set up printers.
	Beda Dodge (574) 807-7100	Lab Assistant	Assist students in lab with minor questions and problems.
	Joshua Gullede (574) 257-3520	Web Technician	Update site content, including text, pictures and graphics. Program and design websites.
School of Education	Bonnie Woodlee (574) 807-7019	Office Assistant	Filing, typing, basic office tasks. Strong computer skills. Lunch hour availability a plus. Education major preferred.
Education Resource Center	Star Jarvis (574) 257-2589	ERC Assistant	Computer skills and/or library experience preferred. Duties include circulation desk, processing new materials, secretarial tasks.
Everest/Rohrer Fine Arts Building	Stacy Bone (574) 807-7192	Student Staff	Stage set-up, hanging and running lighting, stage management, stage crew.
Food Service – Dining Commons	Jim Metherd or Andy Burkart (574) 257-7606	Line server, dishroom, salad prep, floor care, etc.	Possibility of \$500 Sodexo scholarship for student managers.

Food Service – Catering	Stephanie Hazen (574) 257-3497	Servers and Catering Assistants	Servers for banquets and receptions. Table set-up, service and clean up.
Human Resources	Pam Freeman (574) 257-2566	Office Assistant	Assist with student payroll, clerical duties, special projects; possible assistance in checking references, background checks.
Institutional Advancement	Roberta Werman (574) 807-7111 Tonya Denton (574) 257-2580	Telemarketing Office Assistant	Place calls to Bethel alumni and friends. Only needed for a few weeks of the year. Mailings, data entry, general office duties; computer skills preferred.
Language and Literature Division	Bob Staples (574) 257-2574	Office Assistant	Copying, filing, typing, running errands.
Mailroom and Switchboard	Glenda Worden (574) 807-7004	Mailroom Clerk Switchboard Operator	Sort and deliver mail to campus offices. Good telephone and clerical skills.
Maintenance Department	Miriam Wertz (574) 257-3346	Grounds Housekeeping Maintenance Clerical CAD operator	Outdoor work, flower bed maintenance, mowing, trimming, trash pick-up. Sweeping, dusting, cleaning some bathrooms. Moving furniture, room set-up for events, errands, changing light bulbs, vehicle cleaning. Indoor and outdoor painting. Various office tasks. Use computer program to update fire charts and blue prints of campus buildings.
Media Production Services	Todd Lemons (574) 807-7200	Audio Technician Office Assistant	Transport, set up and operate audio systems for events on campus. Assist with office duties, media duplication, and media transfers. Training provided.
Music Department	Sue Holmes (574) 807-7042	Office Assistant	Various office tasks.
Music Ministry Team	Jill Hostetler (574) 807-7825	Assistant	Prefer music major. Proficiency in MS Word and Excel, Music Dictation and Transposing. Maintain music library.
Natural Science Division	Hope Olson (574) 807-7804	Lab Assistant	Lab set-up, assist during lab sessions. Upperclassmen preferred.
Nursing Division	Pat Schroeder (574) 807-7032	Clerical	Various office duties.
Semester Abroad	Brent Reimer (574) 257-3400	Office Assistant	Various office duties.
Student Development	Jane Hogue (574) 257-3304 Banitha Vinscon (574) 257-3530	Chapel Attendance Office Assistant	2 hours per week. Must be available at 9:30 am. Various office tasks.
Student Financial Services	Wanda Runyon (574) 257-3316	Clerical	Filing, answering phones, data entry.
Sufficient Grounds Coffeehouse	Sheri Hess or Diane Ladson (574) 257-3236	Student Staff	Good people skills, experience handling cash sales, knowledge of proper food handling.
Theatre Arts	Barb Franklin (574) 807-7747	Office Assistant Ticket Office	Various office duties. Theatre major preferred. Computer literate, excellent people skills. Experience handling cash.
Writing Center	Joel Boehner (574) 807-7116	Writing Center tutor	Requires excellent writing and communications skills. Monthly meetings. GPA of 3.0 and faculty recommendation are required.

You may also find an e-mail address for the contact person by going to [www.BethelCollege.edu](http://www.BethelCollege.edu) and click on 'Search'.

*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. Please see the respective department for additional details. Any additional jobs that become available will be posted on the bulletin board in the Office of Student Financial Services.*