

Student Labor Departments

The following list includes all labor departments where students may be assigned to work. Each entry contains the department name, location, and telephone extension along with a brief description of the work performed there. To view how many positions are assigned to each department per term, please refer to the Student Labor Position Summary 2008 – 2009 located on the Labor Program Resource webpage (<http://www.berea.edu/laborprogramoffice/resources.asp>).

Academic Vice President / Provost & Dean of the Faculty: Lincoln 320, ext. 3487

Students working in this area support two departments- the Office of the Academic Vice President and Provost and the Office of the Dean of the Faculty. General duties include clerical work such as copying, mailing, and errands, and occasional research projects on higher education issues as they relate to other schools. Students also participate in cleaning and office maintenance. Computer skills and ability to communicate professionally with others are desirable qualities for this area.

Admissions Office: Haaga House, ext. 3501

The Admissions Office provides opportunities for students to work in the processing, campus visits and telecounseling departments. Processing students are responsible for 95% of the data entry on BANNER as well as the handling of incoming and outgoing mail, typing, filing and many other tasks. Campus visit students serve all Admissions visitors, particularly prospective Berea students, by giving campus and residence hall tours, greeting visitors, providing office assistance, hosting visitors during overnight events and other various tasks. Telecounseling students assist Admission counselors in making telephone calls to prospective Berea students. All student workers are encouraged not only to learn Admissions procedures but also to develop skills in the areas of communication, decision-making and problem solving. Higher-level opportunities include training, managerial and supervisor positions.

African and African-American Studies: Woods-Penn 207, ext. 3455

The office houses the AFR program. Duties include reception, copying and filing, and assistance with programs such as the Tukule Tusome luncheon lecture. Students also serve as teaching assistants, monitoring class films, and occasionally assisting in the grading of papers. Students will learn how to improve their skills of analysis, attention to details, computer proficiency and program management skills. Desired qualifications include experience working with the public, basic office and computer skills, and an energetic and cooperative professional attitude. Preference will be given to students who are either majoring or minor in AFR.

Agriculture, College Farms and Horticulture: Agriculture 202, ext. 3591

Labor grades 1-3 are agriculture trainees and are given experience in all areas of the department. Upper grades specialize in specific areas. Positions are geared toward providing students in agriculture, pre-vet, business, or science with practical work experience. Students can receive a wide range of experience with plants, greenhouse management, and landscaping, as well as practical experience in beef, sheep, swine, or row crop production. Farm equipment maintenance is also a responsibility of agriculture student employees.

Alumni Relations: Alumni Building, ext. 3105

Office primarily serves our alumni by providing requested information and materials and planning reunions and special events. Duties include customer relations, general office duties, inputting and looking up data in Banner (our database system), special projects such as researching in archives and preparing PowerPoint presentations, and assisting in preparing class notes for the *Berea Magazine*. Students will learn customer service, problem-solving techniques, computer proficiency, importance of meeting deadlines, and database operation. Desired qualifications include skills in dealing with people on the phone and in person, basic office skills, teamwork, intermediate to advanced computer skills, willingness to learn and take initiative, and ability to meet deadlines.

Appalachian Center: Bruce 128, ext. 3140

Two students work on the *Appalachian Heritage* magazine; essential skills include writing and communication skills. Students will learn about the publication of a literary magazine and work with authors throughout the Appalachian region. Three students work for the Artifacts and Exhibits Studio; essential skills are attention to detail and visual literacy. Students will learn about collections management and acquisition as well as exhibit development. One student works with the Senior Office Manager doing various jobs, including the accounting and maintaining the circulation list of the *Appalachian Center Newsletter*. Another student works with the Celebration of Traditional Music. Essential skills are attention to detail and independent work; such a student will learn

important event planning skills and public relations. Three secondary positions work on the Coal Clearinghouse and on programming.

Art: Rogers 102, ext. 3530

Students in the Art Department serve an important role in monitoring and maintaining the facilities, receiving and observing guests, and assisting with programs and services such as the slide library, art supply store, art gallery, and Lloyd Loan Program. Positions begin at entry-level and advance to supervisory-level within the department.

Athletic Events Team: Seabury Center, ext. 3568

Athletic Events Coordinators are responsible for organizing, managing and providing resources for all intercollegiate athletic events held in Berea. They meet with coaches to ascertain facility and staffing needs, make necessary arrangements for events, and oversee the games to ensure their success. Additionally, coordinators assist with promotion of Berea College athletics within the community.

Biology: Science 103, ext. 3345

Three categories of student workers are represented in the Biology Department: Teaching Associate, Lab Assistant and Lab Worker. Teaching Associates work directly with faculty in preparing laboratory reagents, materials and cultures for the teaching labs; maintaining the teaching laboratories and equipment; tutoring students; grading exams, quizzes, homework, and lab notebooks; maintaining laboratory animals; and, most importantly, assisting the professor during laboratory sessions. The Laboratory Assistants and Laboratory Workers prepare laboratory materials, maintain and clean the teaching laboratories, and may assist in the animal room, computer room or science library. Students may assist in one or more areas in the department including zoology, botany, anatomy, physiology, microbiology, developmental biology, parasitology, genetics, and molecular and cellular biology. Student applicants should have maintained a "B" average in their major and collateral courses including Modern Biology, Zoology, Botany, and Chemistry: Structure & Dynamics.

Black Cultural Center: Alumni 206, ext. 3795

Office provides leadership in facilitating the success of Black/African American persons at BC, and activities that support the interracial educational mission of Berea College. Duties include reception, programming, fiscal responsibility, community building, office management and customer service. Students will develop exceptional programming, problem solving, computer, leadership, and community building skills. Desired qualifications include experience working with diverse populations, culturally aware, basic customer service, computer literacy, and organizational skills. *9 positions*-Persons in this position will serve as peer mentors in the S.U.C.C.E.S.S. Program. Duties include weekly meetings with mentor, programming, and customer service. Desired qualifications include willingness to work with diverse students, academically successful, and possessing leadership skills.

Blacksmith Shop: Mueller, ext. 3232

Hammer and anvil, fire and forge—the Iron Works is a relatively recent addition to the Berea College Crafts Program, established in 1976. Guided by the Master Craftsman, students bend and hammer hot steel into classically wrought, graceful and utilitarian forms.

Bookstore: Main Street, ext. 3200

The College Bookstore provides services to the students, faculty, and staff of Berea College, including the sale of textbooks, student supplies, office supplies, general reading trade books, gifts, and sundry items. Students work with every facet of the operation. This includes inventory control, merchandising products, figuring profit margins, placing orders, solving billing errors with vendors, receiving and checking incoming merchandise, paying invoices, customer service, cashiering, etc. This is good experience for all majors, especially for business majors who gain some basic and advanced business experience; also, very good for art majors in designing store and window displays.

Boone Tavern Dining: Main Street, ext. 3700

Under the guidance of the Tavern chef and other professional staff, students contribute to all aspects of the dining experience- greeting and seating customers, preparing meals from the traditional and creative Southern menu, and providing kitchen and table service. As students develop skills and confidence in their basic duties, they will have opportunities to engage in more advanced work such as student supervision, catering oversight, and menu design.

Boone Tavern Hotel: Main Street, ext. 3700

In continuous operation since 1909, Boone Tavern continues its tradition of being staffed primarily by Berea College students. Students employed by the Hotel serve as front desk clerks, hospitality desk associates, bellhops, or student general managers. Students with special talents (e.g., storytelling, musical skills) may pursue more individualized job assignments. Travelers are quite interested in the College, town, and region, so student staffers serve as important ambassadors; as such, customer-focus, etiquette, positive attitude, and an interest in sharing the Berea story are important qualities for a Boone Tavern worker.

Broomcraft: Mueller Building, ext. 3230

Broomcraft began more than 80 years ago when Berea College received obsolete broom workshop and hand equipment from a benefactor. Thirteen types and styles of brooms are produced by hand at Berea, ranging from hearth and cottage brooms to specialty brooms designed for small and hard-to-reach spaces. Students in this area learn all aspects of broom production, from preparing raw materials to braiding and sewing finished products that are sold to consumers.

Brushy Fork Institute: Bruce 128, ext. 3861

General office duties, inventory keeping and supply ordering, straightening and organization of supplies, transcription of tapes, help with administrative filing, invoices, financial records, typing flip charts from strategy meetings both within Brushy Fork and in community meetings, helping with Annual Institute preparations (making and putting up signs, distributing snacks and setting up rooms for tracks all over campus) and manning the registration desk during the annual institute, running errands, helping keep office clean. A good knowledge of MSWord and Excel are helpful for mail merging and data base entry for a variety of activities. If students have the skills, they might help with the Mountain Promise newsletter, either writing or layout; or they might help with our website. We also try to include the students in the work of the director; associate director and program associate in working with communities so that they will get a taste of working with non-profits and local communities in Appalachia. We also work with other departments of the Appalachian Center and share students if the need arises.

Campus Christian Center: Draper 107A, ext. 3134

Labor positions in the Campus Christian Center require computer skills, assistance with basic office responsibilities, meals, receptions, convocations, special programs, and maintenance of facilities. These positions also require willingness to work flexible hours, good communication skills, appreciation for diversity, and ability to work with a variety of people.

Campus Life: Alumni, ext. 3293

Campus Life rotating staff are broken up into teams: Corner Pocket, Event Tech, Information Desk, and Custodial Team. Each member of the rotating team will be cross trained eventually to work in each area. Custodial Team is in charge of basic cleaning and up-keep of the Crossroads Complex; Event Technicians provide set-ups and audiovisual needs for programs in the Crossroads Complex; Information Desk welcomes everyone into the building and assists with informational needs; and Corner Pocket provides fun programs and a place where students can relax, play pool, ping pong, video games or just hang out. The Campus Life Office also provides the following: artist studio, BC Express Shuttle, Campus Activities Board (CAB), Chimes, and intramurals. The office staff performs receptionist duties, answer phones, and are assigned special projects throughout the semester such as marquee, master calendar, Coalition for Community Building, clubs and organizations, and programs such as awareness weeks, Mountain Day, and many more. Personal training in the WAY IN program and the Pinnacle college newspaper are also under the Campus Life umbrella. Desired Qualifications include willingness to be a positive resource for students, basic computer skills, ability to work with others in a cohesive environment, and a "can do" attitude.

Career Development: Fairchild 8, ext. 3316

Career Development works with students, staff and faculty providing opportunities for students in career selection. Services offered are: self assessment, resume writing, career fairs, classroom presentations, interviewing, and career related internships. Assistance is given to students in locating major related experience in the Labor Program. Student staff provides support to coordinator, i.e., files, databases, job posting, resume review, self assessment, workshops, and coordinate Career Fairs and on campus recruiting events. Additional duties: complete purchase orders, check requests and maintain data entries for departmental budget. Desired qualifications include strong people skills, basic office and computer skills, attention to detail; ability to work independently and desire to learn.

CELTS (Center for Excellence in Learning through Service): Trades 205, ext. 3935

CELTS coordinate the campus's student-led, community service programs and supports service-learning in the academic curriculum. Students who hold labor positions within CELTS work in teams to organize and implement programs and are usually hired after volunteering with a specific program. The CELTS labor program is organized around a leadership development model with increasing levels of responsibility based on experience in the department. Most programs involve recruiting and supervising volunteers and participants, planning programs, communicating with parents/family members and other non-profit professionals, and providing transportation. A high level of motivation and responsibility is required, as well as a deep commitment to serving the community. New programs may occasionally be added and others ended, in response to community need. The following programs are part of CELTS:

- Bonner Scholars
- Students for Appalachia
 - SFA Programs
 - Adopt-a-Grandparent
 - Berea Buddies
 - HEAL
 - One-on-One tutoring
 - Teen Mentoring
- Habitat for Humanity Berea College Chapter
- People Who Care
- Hispanic Outreach Program
- Service Learning Program Assistant
- Office Support
- Berea Reads and Berea Counts

Ceramics: Danforth, ext. 3065

The Ceramic Apprenticeship Program offers students the opportunity to become involved with the process of wheel-thrown stoneware pottery, from the raw materials to the fired piece. Students design and produce work for sale through the Marketing program. To enroll in the Ceramics program, permission must first be obtained from the director, and the student must successfully complete the course Art 121 offered only Fall Term.

Chemistry: Science 304, ext. 3298

The labor students in the chemistry department work as teaching assistants for the lower division chemistry courses.

This includes preparation of chemicals and glassware for laboratory experiments, grading laboratory notebooks and homework, and tutoring for chemistry courses. Our students also help keep the instrumentation running and the chemistry areas of the building clean. This includes learning proper handling of chemicals and chemical waste. Labor contracts in our department range from 5 to 15 hours. The small contracts are primarily in-class laboratory work while the longer ones are for students involved in all areas of the program. Each year we also hire one or two freshmen to work in the chemical preparation area as a cleaning specialist. Other than the freshman position, all of our labor students need to have taken some chemistry course work and have succeeded at close to or above the B level.

Child and Family Studies: Emery 102, ext. 3742

The Building Monitor and first-floor janitor position is responsible for maintaining the safety and security of the Emery Building and maintaining the first-floor environs. This person must be able to effectively communicate with people both in and outside the Department (i.e. Facilities Management, Public Safety, etc.). The work of the second- and third-floor janitor helps to give a first impression to students and visitors regarding the total atmosphere of our Department. Through this position, a student assumes a great deal of responsibility as to maintaining a clean, positive environment for faculty and students alike to work and learn. Teaching Assistants (T.A.) interact with faculty, staff, and students with confidentiality and professionalism. The position requires the ability to represent the CFS Department as a symbol of serving others through working, sharing responsibilities, and learning. The Communication Consultant serves as liaison between staff and faculty. This responsibility requires excellent writing and communication skills in order to effectively critique student work.

Child Development Lab: 125 Jefferson Street, ext. 3620

The major purposes of the Child Development Lab are: to give young children an educational experience built on their needs and interests; to guide young children and their parents towards better individual and family living; to help college students learn more about normal growth, development and behavior of the young child through both

observation and participation; to provide the opportunity for students interested in child development to gain experience in setting up and conducting a program for young children; and to provide laboratory experiences for a variety of majors and facilitate research projects conducted by faculty and students. The Child Development laboratory cares for the young children of faculty, staff, and students. The hours of the program are 7:30 until 5:30, Monday through Friday. Student workers in the CDL contribute in many ways, including custodial work, meal preparation, and classroom assistance.

College Relations (Development): Edwards 129, ext. 3005

College Relations (Gift Planning): Edwards 210, ext. 3027

Development: Duties include computer work, document imaging, and filing, updating files and assisting with special projects. Additional duties in the individual office areas may include reception, Banner entry, mail delivery, analyzing data, research, assisting with bank deposits, and letter writing. Students will learn standard office procedures and gain an understanding of the fundraising process. Desired qualifications include office and computer experience.

Gift Planning: Duties include reception, document imaging and filing, drafting acknowledgement letters for gifts received, printing birthday cards for constituents, oversight of mail and office equipment / supplies, and assistance with special projects such as periodic mailings and reports, and other duties as assigned. Students will learn customer service and problem-solving techniques and develop computer proficiency and project management skills. Desired qualifications include experience working with the public, basic office and computer skills, and positive attitude.

Conferences: Alumni Building, ext. 3641

The conference area will coordinate campus events sponsored by external parties (e.g., continuing education, Elderhostel). Students will assist with all manner of conference planning and preparation, including administrative support, logistics (lodging, transportation, meeting space), planning and participating in activities, setting up and breaking down equipment for events- whatever is needed to ensure a successful program for our guests. Student workers need to be organized and flexible and enjoy working with the public.

Convocations: Frost 107, ext. 3359

The administrative assistant helps in many areas of program planning and execution of events in the Convocation Series. This job requires the ability to respond to instructions quickly, a high level of clerical and creative writing skills, and willingness and ability to act independently within the context of program goals and objectives. Knowledge of Word, Excel, and Banner, or willingness to be trained is required. As many as 19 students are employed each year in secondary positions to serve as ushers during the convocation programs.

Draper Building Office: Draper 210, ext. 3263

The office provides services for Academic Departments of English, Theatre, and Speech Communication, Foreign Languages, Mathematics and Computer Science, Philosophy and Religion. Students must have good communication and interpersonal skills, a high level of self-motivation, reliability, attention to detail, respect for confidentiality. Students will learn how to instruct faculty and students in uses of computers, printers and fax machines. Daily assignments include correspondence, class handouts, printing and collation of course materials, mail service, and miscellaneous office tasks.

Ecological Sustainability Education Program: Bruce 220, ext. 3610

ESE offers programming and facilitates campus-wide collaboration for furthering the College's sustainability initiatives. Student assistants support the work of the Sustainability Coordinator by helping with programs and community outreach, communications and publicity, and researching/compiling on- and off-campus sustainability resources. Desired qualifications include general sustainability knowledge (through SENS 100 or equivalent experience) as well as basic skills in word processing, website design and management, PowerPoint, filing, and public relations.

Economics and Business: Draper 119A, ext. 3928

Student labor positions in the department include a student supervisor, teaching assistants, and a department office assistant. Students work with the faculty and staff as graders, research assistants and perform clerical duties. TAs also provides tutorial assistance in the accounting and economics lab. Desired qualifications include being a business administration or economics major with a strong background in accounting and/or economic principles, computer skills, and tutoring experience.

Ecovillage: Ecovillage Common House, ext. 3179

Community Assistants help build the Ecovillage community and support its students and its goals. They provide orientation and check-in, duty time, peer listening, social and educational programming, and promotion of a guided learning environment. Community Assistants have individual assignments in areas such as programming, governance, energy and water reporting, collaboration with SENS and CDL, recycling, parent programming, and nontraditional programming. Community Assistants should have demonstrated leadership ability, and at least six of the Community Assistants must be Ecovillage residents. Learning opportunities include knowledge of team dynamics, peer counseling, leadership development, and development of habits for a sustainable lifestyle.

Education Studies: Knapp 107, ext. 3072

The following positions are available: office worker (departmental support and records management; word processing, effective teamwork and attention to detail are desired); administrative assistant (bookkeeping and accounting, management of student labor and other EDS files; excellent math skills, aptitude for bookkeeping and peer relation skills desired); librarian (maintaining curriculum library; supervisory skills, satisfactory EDS office experience and independence desired); janitor (all manner of cleaning for 2 ½ floors of building; prior cleaning experience and independent work style desired); building monitor (opening and closing the building each day, making security checks and reports); teacher's assistant (interacting with students and their work and assisting professor with classroom materials and clerical duties; prior work in the department and excellent communication skills desired).

Educational Talent Search: Bruce 219, ext. 3273

Educational Talent Search helps youth in grades six through twelve and adults to complete or resume their education. In addition to counseling, participants receive information about college admissions requirements, scholarships, and various student financial aid programs. The student who works in this area provides administrative support to the program, including filing, volume mailings, database maintenance, research, and activity preparation. Summer work includes both administrative and camp counselor positions.

English, Theatre and Speech Communication: Draper 102B, ext. 3756

The department offers labor positions as teaching assistants. Teaching assistants may assist in research, course preparations, and working with students enrolled in departmental courses. Most positions include clerical work such as filing, word processing, and photocopying. All positions require a self-motivation, reliability, attention to detail, and respect for confidentiality.

Entrepreneurship for the Public Good: Bruce 301B, ext. 3941

The Entrepreneurship for the Public Good (EPG) program includes academic courses, a summer internship program and campus-wide events all aimed at exploring the meaning of entrepreneurship and the public good and how entrepreneurs create value, not only for themselves and the enterprises they lead, but also for the communities in which they work, and society as a whole. During the regular term, the department has a Communications Assistant, Events Planning Assistant and Research Assistant. All student workers are given experience in nearly every aspect of running the EPG program from marketing and research to program assessment.

Environmental Health and Safety: Science 15, ext. 3350

Department develops and implements policies and procedures to help assure a safe work and learning environment for Faculty, Staff, and Students. Labor position duties include maintaining the chemical inventory system, laboratory and workshop safety inspections, the management of chemical waste materials generated from laboratory and process activities, and the collection and organization of chemical safety information. Students must be able to understand and interpret all components of a Material Safety Data Sheet and master the Berea College chemical database system. Students may be asked to participate in safety training for all of the departments served. Desired qualifications include previous chemistry classes, computer skills, ability to work with the public and other EHS staff, safe work habits, positive attitude. Students will gain a more extensive knowledge of chemicals and related safety issues, how to design and conduct a safety audit, problem solving techniques, and project management skills.

Facilities Management- Arboriculture: Facilities, ext. 3840

The Arboriculture department is responsible for the care of campus trees. Work includes planting, mulching, pruning, root work, and protection of trees around construction/renovation activities. Arboriculture workers will learn and be responsible for maintaining professional standards of quality and safety in all tree care operations. Caring about trees is critical for success in this department. Workers must be able to work outdoors in a wide range of weather conditions and have a good work ethic.

Facilities Management - Campus Gardeners: Facilities, ext. 3840

This is a great place to work if you love to be outdoors and enjoy learning about plants. The department is primarily concerned with campus beautification and duties include planting flowers, planting and pruning shrubs, mulching and weeding flower beds and assisting with the landscaping of sustainable and ornamental flower gardens.

Facilities Management - Maintenance: Facilities, ext. 3830

Office provides central oversight and support of the Service Department. Duties include receptionist, document filing, payment of invoices, data input of employee labor, oversight of work request, inventory control, delivery of supplies, mail, office equipment, and assistance with special projects such as budget reconciliation, capital project payment, and training. Students will learn customer service and problem-solving techniques and develop computer proficiency and project management skills. Desired qualifications include experience working with the public, basic office and computer skills, and positive attitude.

Facilities Management - Public Buildings: Facilities, ext. 3527

This department provides custodial services for administrative and academic buildings and offers positions from entry-level to supervisor-level. Duties include cleaning the interior of the public buildings (mopping, sweeping, vacuuming, dusting, cleaning bathroom fixtures and windows). Gary Long also supervises a summer and break period housekeeping program for the residence halls.

Facilities Management - Solid Waste / Recycling: Facilities, ext. 3844

The Berea College Recycling staff provides recycling pick up service to the Berea College campus (Residence Halls, academic and administration buildings.) Duties include assisting with pick ups and separation of recycled material (Paper, aluminum, glass, plastic and steel cans.) Light cleaning, operation of balers and willingness to work outside year round. Students will be expected to work as a group, learn in an on the job training environment, and take direction from student and assistant managers as required. Lifting and carrying bags of recycled material is required. Defensive Driving is recommended but not required. Vacation periods and summer positions are available.

Financial Affairs: Lincoln 021, ext. 3250

Student workers in the accounts payables office provide a large portion of the manpower required to process invoices for all campus departments. Students are involved in all phases of the accounting operations including accounts receivables, payables, and purchasing. Students assist the department by utilizing skills in data entry, filing, answering phones, mail route, and errands.

Financial Aid: Lincoln 120, ext. 3311

The Financial Aid Office handles most financial aid concerns for students including financial aid packaging, loans, scholarships, labor overloads, and grants. Student responsibilities include customer service, data entry, document imaging and extensive computer work. Applicants are encouraged to have good math competency, computer skills, detail orientation and outstanding people skills.

Food Service: Berea College Dining Services / Crossroads Café, ext. 3934

College Dining is not what it used to be! This is one place to work on campus where you could possibly see all your friends in any given day. It is a great place to work and you can learn many different skills. Just to name a few, you will be involved with customer service, time management, culinary arts and others. Many of the skills you learn can be applied to any job you are working towards. We have a student manager program and if chosen, you can enhance those skills and learn more about managing people. Your experience needed is very simple. Come in with a good attitude and a willingness to work and learn.

Foreign Languages: Draper 219B, ext. 3440

The students assist with the tasks related to the teaching and learning of foreign languages. Desired qualifications include competency in foreign languages, basic office and computer skills, and the ability to work well with faculty and other students.

Forestry: Agriculture 114, ext. 3587

Forestry is responsible for management of Berea College forest land. Duties include vegetation management, silviculture, trail maintenance and construction, wildlife management, wildland fire management and general land stewardship. Learning opportunities include applied forest ecology, wildlife biology, soil and water conservation, land records, measurement and description, fire behavior, ecology and management, chain saw use, reforestation,

and forest protection. Desired qualifications are positive enthusiasm, physical fitness, love of learning, basic computer and people skills, tree/plant ID, outdoor sense (only the first 3 are required, the other qualifications can be developed).

Gear Up: Middletown School, ext. 3551

Offices serve 5 school districts (Estill, Lee, Jackson, Madison, and Berea) and 9 schools (Estill County Middle School, Jackson County Middle School, Rockcastle County Middle School, Lee County Middle School, Foley Middle School, Madison Middle, Clark-Moore's Middle School, Berea Community Elementary School, and Berea Community Middle School). Duties include reception, document imagine and filling, oversight of mail and supplies, and assistance with special projects. Special projects include budget, student placement in the schools we serve, parent engagement activities, College Bound program which includes chaperoning children on campus tours and overnight trips. Desired qualifications include a basic office and computer skills, a positive attitude, and good people skills.

General Education: Lincoln 320, ext. 3487

Teaching Associate positions are available in all GST courses to any student who has completed the selected course in which he or she wishes to work. Duties vary somewhat from course to course and section to section, but all require independence, an interest in teaching, skills in reading, writing and speaking, and an interest in helping fellow learners in the particular course. Students interested in these positions should contact any faculty person teaching a General Education course.

Health Service: Saint Joseph Hospital 2nd Floor, ext. 3212

We provide medical service to students, staff and facility. Duties include answering the phone, making appointments, pulling charts, filing; mail runs to and from hospital, CPO. Student will learn phone techniques, computer skills, multi tasking and what confidentiality really means. Desired qualifications include working with the public, computer skills, basic office skills, trust worthy and positive attitude.

History: Frost 104, ext. 3939

The purpose of this Department is to present courses in history designed to strengthen analytical skills, broaden the understanding of the experiences of humanity across time (history) and develop a sense of the importance of both the individual and society. The department offers two types of labor position: office staff and teaching assistants. Office staff assists with the day-to-day operations in the department's office and develop clerical skills. Teaching assistants are generally recruited by individual faculty to assist in research, helping students enrolled in History courses, and general preparations for courses.

Hutchins Library: Library, ext. 3275

Hutchins Library offers many opportunities in a variety of internal departments such as Acquisitions, Cataloging, Serials Processing, Circulation, Reference, and Special Collections. A position in any of these areas will aid in use and awareness of all the resources the library has to offer. The technical services areas (the first three listed) incorporate accounting, computer and problem-solving skills, and the physical prepping of both new and existing library materials. Circulation and Reference positions are public service positions that require some holiday, evening and weekend shifts. In these positions workers learn customer service skills, shelving skills, extensive library resource skills, and problem-solving techniques. Special Collections offers a variety of opportunities to work with the unique collections, archives and manuscripts of Berea College. Work in this department includes public service skills, handling and protecting rare/unique resources, sound preservation work, among other learning opportunities. All public service positions develop customer service skills by serving the informational needs of Berea College students, faculty, and staff as well as those of patrons visiting from outside the college.

Institutional Research and Assessment: Lincoln 310, ext. 3790

Office provides support services for planning and decision-making processes throughout the College (examples include departmental graduate follow-ups, entering freshmen survey, and graduating seniors survey). Duties include reception, oversight of mail and office equipment/supplies, data entry, website document updates/management, and project management of the annual Fact Book, Geographical Report, graduate surveys, and alumni surveys. Students will develop time management skills, team-building, semi-advanced aspects or computer software (e.g., Microsoft Word, Excel, and others), and the improvement of development of problem-solving abilities. Desired qualifications include basic office and computer skills, attention to detail, and the ability to work independently.

International Center: Woods-Penn 205, ext. 3452

Office provides assistance for international students, study abroad opportunities and international programming on campus. Duties include taking passport photos as well as making International Student Identification Cards, helping with program planning, making reservations, basic customer service tasks and assistance with special projects such as international freshman orientation, study abroad fairs, and assisting with programs that educate the campus on international issues. Students will learn customer service skills, gain knowledge in international education, problem-solving techniques and develop computer proficiency and project management skills. Desired qualifications include experience working with the public, basic office and computer skills as well as a positive attitude. Experience with or interest in international issues is helpful.

Internship Office: Emery 306, ext. 3748/3519

Office provides oversight for the College's academic internship program. Duties include reception, handling inquiries about the internship process, receiving proposals and processing paperwork for internships, maintaining extensive files and databases on internships, maintaining office, advertising special events, updating Public Folder, and assisting with special internship program activities such as Shepherd Internship Orientation. Students will learn data tracking skills, general office management, and public relations skills. Desired qualifications include friendly attitude, basic office and computer skills, and ability to work independently.

Information Systems and Services (IS&S): Trades 307, ext. 3342

IS&S provides support to a wide array of technology used on campus, including computers, printers, audio and video equipment, office productivity software, administrative systems software, network equipment and telephones. Students are involved in office work, phone switchboard operations, media equipment delivery and setup, media production activity, database and report programming, computer and printer repair, assisting faculty and other students in the use of technology, answering help desk calls and monitoring and installing network equipment. Learning opportunities include customer service skills, computer technical support skills, office productivity software proficiencies, media equipment and software knowledge, understanding of inventory and purchasing processes, and experience with database programming and software setup. Desired qualifications include interest in and proficiency with computer hardware and software and/or media equipment and processes, customer service orientation, and experience in technical support and/or customer service work environments.

Labor and Student Life: Fairchild 4, ext. 3150

Office has primary oversight of the Labor & Student Life Division programs on campus including the offices of: Residential Life and Collegium, the Black Cultural Center, Seabury Center, the Labor Program, Campus Life, College Health Service, and collaboration with all aspects of the College. Student workers are responsible for reception duties, mail, filing, copying, cleaning, check requests, and the development and maintenance of various records and databases. Confidentiality is essential, and students may be asked to work on special projects that deal with Special Needs Services on campus, motor vehicle policy violations, leaves of absence, budget spreadsheets, Student Government issues, and the Student Handbook. Desired skills include organization, good written and oral communication, experience with all Microsoft Office programs, Banner, and FileMaker. Learning opportunities are present in the areas of office and fiscal management, ADA and disability services, professional communication skills (written and verbal), publications, program and policy development, scheduling, computer proficiency, office and project management skills.

Labor Program Office: Fairchild 10, ext. 3981

Office provides central oversight of the Labor Program. Duties include reception, document imaging and filing, oversight of mail and office equipment / supplies, and assistance with special projects such as freshman placement, budget and allocations, labor overloads, and training. Students will learn customer service and problem-solving techniques and develop computer proficiency and project management skills. Desired qualifications include experience working with the public, basic office and computer skills, and positive attitude.

Learning Center: Draper 104A, ext. 3347

The Learning Center is a place where people work together for good writing, reading, speaking, listening, and learning. At the Learning Center, certified peer consultants- sophomores, juniors and seniors from different majors- are available to give instructive feedback to individuals and groups on all stages of assignments for papers, journals, readings, research, creative writing, and oral presentations. Peer consultants also provide assistance with study skills, test taking, resumes, and interviewing in beginning or advanced classes or for personal or professional use. In addition to hiring peer consultants, the Learning Center hires office staff- freshmen, sophomores, juniors and seniors- who support the work of the Center through reception work at the front desk, general office work, running

errands on campus, housekeeping, maintaining the Learning Center web site, creating bulletin boards, designing flyers and posters for publicity, videotaping, and taking pictures of activities and events of the Learning Center. The varied activities of the Learning Center make it an excellent place for all majors to gain experience in their areas of interest and/or expertise.

Log House Craft Gallery and Boone Tavern Gift Shop: Shop Location, ext. 3226

The Log House Craft Gallery and the Boone Tavern Gift Shop both serve as retail shops that feature the Berea College Student Crafts as well as art work from artists from the Appalachian area that the College serves. The shops provide to the local community, tourist, alumni, and art lovers a sampling of past and present artistic trades. We also serve as an informal opportunity for customers to see inside the college labor program through speaking with the student staff about their personal experiences, majors and ideals that brought them to our college campus, and a brief history of our college and craft program. Our goal at the two shops is to promote the craft program through product knowledge, sales, and personal growth for each student. Through pushing forward with the ideals set forth by the college, we work together as a team in maintaining the high standards that have been laid down by our predecessors. Students share in responsibility in running a point of sales retail system, opening and closing procedures, merchandising, inventory, receiving, generalized daily maintenance; profit sales margins, shipping, marketing, customer service, promotion of the artists work, assisting in special events. We recommend this position for anyone who enjoys working with people, one of kind handcrafted items, and the opportunity to grow in your work experiences in the retail management job market.

Mathematics: Draper 300D, ext. 3360

The main responsibility of course associates in the Department of Mathematics and Computer Science is to provide teaching and lab assistance in these areas of study. In addition to grading and tutoring, students may be asked at times to help with a variety of other departmental activities and projects.

Music: Presser 304, ext. 3466

The following student positions are housed with the Music Department: Piano Accompanist; Teaching Assistant (Music Theory, Piano, and Voice); Band Assistant; BME Assistants; Choir Librarian; Office Assistant; and Janitor. For music related positions, students are required to have the appropriate music background. Office Assistant must work well with students, the public, and have a working knowledge of Word and Excel. Janitorial positions require students to clean and maintain Presser Hall (students do not clean the bathrooms).

Nursing: Hafer-Gibson 125, ext. 3380

The purpose of the Nursing Department is to prepare students to become professional nurses and leaders. Office workers, who must *not* be nursing majors, perform a variety of duties, which include word processing, filing, answering phones, errands, and other responsibilities as required in the daily operations of the front office. Four student workers (nursing majors) share responsibilities in our Learning Resource Center and Nursing Laboratory. Their duties include care and cataloging of resource materials and staffing the laboratory for use by nursing students.

Office of Academic Services: Lincoln 110, ext. 3209

The primary function of the Office of Academic Services (OAS) is to coordinate and offer academic services to students and faculty. We help with current and past academic situations and with future academic plans. In these roles, we represent Berea College to students, faculty and the public. All situations must be treated with utmost confidentiality, respecting the individual's rights and feelings. Students will develop an understanding of the importance of self-initiative, an awareness of job-related needs, the ability to identify and solve problems and an understanding of the roles and standards of leaders; will develop an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences and understanding; will develop an ethical understanding of work; will be trained to follow through on complex, detailed tasks involving primary research, compiling and reporting data; will learn how to develop a sense of participation and how to work together with others; willingness to learn, follow directions, pay attention to details and accept constructive criticism; will learn to work in the following systems: BANNER, NOLIJ, Windows 2003, Excel, Word 2000, File Maker Pro, Power Point, Microsoft Outlook Mail, etc.

People Services: Fairchild 100, ext. 3070

People Services provides a variety of services to the faculty and staff of Berea College as well as retired personnel and prospective applicants for employment. Services provided include recruiting and employment, training and staff development, payroll processing, benefits administration and employee relations activities. Labor positions in

People Services offer hands-on experience for students interested in careers in human resource management, public administration, the legal profession, or education. The Department employs students with a variety of majors. General qualifications include the following skills: working knowledge of Microsoft computer programs, customer service, written and verbal communications, the ability to work independently as well as part of a team, attention to detail and confidentiality.

Philosophy and Religion: Draper 204C, ext. 3186

Work entails assistance of faculty member(s) with routine clerical tasks as well as peer tutorial of students enrolled in departmental courses. Students normally are hired directly by supervising faculty member(s). Desired qualifications include familiarity with academic areas (philosophy and/or religion), basic computer and office skills, and positive, social disposition.

Physical Education, Health and Athletics: Seabury 218, ext. 3431

The department promotes in the physical education student the desire to fully develop the ability to utilize constructively all of their potential capacities for movement and movement education. Positions within the department include office workers, athletic trainers, teaching assistants, departmental aides, equipment managers, and basketball assistant coaches/managers.

Physics: Science 26, ext. 3277

Students work for the Physics Department in a wide variety of tasks, not all of which require detailed knowledge of physics. For example, non-physics majors present planetarium shows, help in the observatory, and perform secretarial work. There are also employment opportunities for students who wish to major in physics but have not taken physics courses. For example, they can maintain open-house hours in the observatory, record weather data daily, write computer programs, and perform janitorial work. Finally, physics students who have taken one or more physics courses can find jobs as grading and laboratory assistants, tutors, and even research assistants. All persons, freshmen through seniors, with any interest in physics or astronomy, are encouraged to seek opportunities within the department.

Political Science: Frost 109, ext. 3370

Each faculty assistant will work for one primary faculty member and arrange a work schedule and office hours in consultation with that person. Each student will work as a teaching assistant, research assistant, and as a general office assistant. The proportion spent on each of these roles will vary depending on the student's abilities and the faculty member's needs. Students will be selected based upon reliability and appropriate skills.

Post Office: Woods-Penn Lower Level, ext. 3410

This department is responsible for processing all incoming and outgoing mail for the college. New employees to the department will be taught to process all incoming mail for the college. As students progress in the department they will learn to process outgoing college mail using postal metering equipment. They will learn the various types of mail and the rules and regulations pertaining to each. Students will eventually learn all major requirements for working in a small post office. Preferred skills: alpha-numeric processing; ability to answer phones in a courteous manner; good public service skills; ability to multi-task; appreciation for the importance of practicing confidentiality regarding mail.

President's Office: Lincoln 210, ext. 3523

Office provides support for the work of the President. Duties include but are not limited to reception, document imaging and filing, oversight of mail and office cleaning/recycling/supplies, assists in various special projects, draft and proof documents as needed. Students will learn time management and problem-solving techniques and develop computer proficiency and office dynamics. Desired qualifications include experience with basic office and computer skills, and a positive attitude.

Printing Services: Trades 100, ext. 3165

Department provides printing and copying services for the campus and community. Duties include greeting customers, answering phone, taking orders, delivering orders, operating printing and copying equipment, folding and binding. Qualifications include working with the public, positive attitude, and a willingness to learn.

Psychology: Frost 104, ext. 3939

Student office assistants in Psychology may perform the following duties: filing, exam proctoring, correspondence, library research, grade recording, phone reception and light cleaning. Teaching and lab assistants provide such

support as leading study and review sessions, assisting students with their work, serving as a liaison with faculty regarding student progress, developing course materials, and helping set up and break down laboratory materials. Students are generally assigned to a specific faculty member, with the level of assistance corresponding to that individual's needs and the students' qualifications.

Public Relations: Visitors Center, ext. 3018

The Berea College Public Relations Department seeks to gain understanding and acceptance for Berea College among its various internal and external audiences. This is carried out through integrated marketing practices, such as developing Berea College's website; generating interest in Berea College among regional and national media and responding to media inquiries; videography; photography; conducting an effective campus tour program that includes regular campus tours and promotes Berea College as a place to visit, shop, dine, and hold meetings; designing and implementing a comprehensive public relations program for the Berea College community with special attention to the needs of Admissions, Alumni, Development, Boone Tavern and the Student Craft Industries; planning and coordinating select special events; and producing effective printed materials (including the quarterly Berea College Magazine), news, and information about Berea College. Desired qualifications include basic office skills, basic computer skills, ability to meet and serve the public, and a positive attitude. Specialized qualifications include previous experience in photography; video; writing feature articles, news releases, and interviewing. Plus for students is on-the-job-training potential.

Public Safety: Woods-Penn 105, ext. 3333

The student staff is expected to perform many of the functions of the Public Safety main desk, including communication by phone and in person with the public, working with Motor pool reservation, and dispatching officers via radio. Other essential tasks include: issuing and processing parking and other vehicle citations; using the computer to navigate the various Public Safety databases to process reports and enter daily information; cleaning and servicing the Motor pool fleet, cleaning the offices; and as needed, working alternative shifts or providing event security after hours. Desirable qualities include developed customer service/ communications skills, general computer proficiency, and dependability and trustworthiness. Majors or those with previous experience in law enforcement, legal, business, or political science may be particularly interested in the department's work.

Residence Halls- Facilities Assistants: Woods-Penn 302, ext. 3292

This position assists the Residence Hall Monitor in maintaining clean and safe residence halls. Students are responsible for cleaning and sanitizing common areas in and around the hall, aiding in recycling efforts, and recognizing the need for routine maintenance. Students will attend trainings throughout the year that focus on knowledge vital to the position in addition to information that aides in their student development. Desired qualifications include flexibility, the ability to perform daily cleaning and other tasks as assigned, and the ability to see the value in all work.

Residence Halls- Maintenance: Facilities, ext. 3527

This department is charged with performing maintenance and repairs for all residence halls on campus, including minor carpentry, electrical, plumbing and painting. Experience in this area can serve as a great foundation for students interested in other residence hall positions (e.g., hall monitor).

Science Library: Science 201, ext. 3351

The Science Librarian is also the Office Manager and Building Director for the science building, so the Science Library labor positions involve a wide range of activities including library-oriented activities such as performing inventories of the holdings and ordering and accessioning new titles, janitorial duties, mail runs, and miscellaneous duties, which together enhance the effectiveness of the library and the science departments.

Seabury Center: Seabury 214, ext. 3565

Seabury Center is home to academic programs, intercollegiate athletics, campus recreation programs and an expanding emphasis on wellness programming for students, faculty and staff. Labor positions include office worker, lifeguard, facility care worker, equipment issue attendant, security, maintenance, Weight Room supervisor, and Wellness Center attendant. Students work in teams and have the ability to move into supervisory roles within the department. Students who are positive, flexible, and self-motivated will enjoy working at Seabury Center.

Seabury Concessions: Facilities, ext. 3833

Seabury Concessions provides refreshments for sporting events held in Seabury Gym. Students who like to be involved in a fast paced atmosphere, love working with the public and assisting other students will enjoy working in

this area. Responsibilities include serving customers before and during the events, providing great customer service. Students must be certified as food handlers and must be comfortable handling cash to work in concessions.

SENS (Sustainability and Environmental Studies): Agriculture 305, ext. 3593

SENS labor students work to educate the campus and surrounding communities about sustainability and ecological design. Duties include organizing and leading workshops on natural building, ecological design and sustainable living. SENS labor students publish *The Sustainable Campus* newsletter, design educational fliers and posters, contribute to the SENS website, and lead tours of the Ecovillage. Students also operate the Ecovillage's Ecological Machine wastewater treatment facility, oversee the Ecovillage food forest and urban gardens, serve as TAs for SENS classes, and contribute to programs for Ecovillage children. Four of the SENS labor students live in the SENS House at the Ecovillage. Desired qualifications include a demonstrated interest in issues related to sustainability, strong organizational skills, and ability to work both independently and collaboratively.

Sociology: Frost 212, ext. 3815

Work within this department includes typing, filing, preparation of educational materials dealing with department visitors, and working with sociological data and documents. Good keyboard skills and knowledge of Word is expected. Training will be available for the use of Excel. Social Science majors would find this position good experience for work or further education.

Student Crafts- Marking and Distribution: Mueller, ext. 3221

Started in 1893 as "Fireside Weaving," the Student Crafts Program now includes the following student positions: Broomcraft, Woodcraft, Weaving, Ceramics, Wrought Iron/Blacksmith Shop, and two gift shops (all of which have their own listings). Supporting the craft production areas and local gift shops is the Marketing and Distribution Center, where students gain valuable sales and management experience through widespread promotion of Berea College crafts. There are two areas within this department: the marketing sales office and the shipping center. Students will either work in the front office taking orders or in the warehouse filling orders and shipping them to customers.

Student Government Association (SGA): Fairchild 4, ext. 3158

The Berea College Student Government Association's purpose is to facilitate student participation in campus government and bring about increased individual and group understanding for the responsibilities of democratic life by promoting positive ideas and actions in the interests of the college. Student labor opportunities are provided by way of officer elections. Students need to apply for officer positions by picking up an application in the SGA office and win the election to be on the Executive Board.

Student Life Office: Woods-Penn 302, ext. 3115

This office provides various college-wide services. Duties include reception, filing, and oversight of mail, office equipment and assistance with special projects. Students will learn customer service and problem solving techniques and develop computer proficiency and project management skills. General qualifications include the following skills: customer service, basic office and computer skills, written and verbal communications, positive attitude and attention to detail and confidentiality.

Student Life- Residence Halls: Woods-Penn 302, ext. 3115

This department coordinates student leadership for the residence halls. Positions include Residence Assistants, RA/Chaplains, Hall Monitors, and Hall Coordinators. All of these positions are responsible for assurance of safe and pleasant living conditions, personal and community development among residents and role modeling / mentorship. Chaplains are additionally charged with providing Christian leadership, including peer counseling, programming, and religious education; Hall Monitors are responsible for general building maintenance and oversight of facilities assistants; Hall Coordinators are the highest level of student leadership in the residence halls, providing oversight of all facility and resident needs.

Student Payroll: Fairchild 100E, ext. 3317

The Student Payroll Office employs students to perform the functions necessary for operation of the office. Payroll students maintain the labor files, enter all data and run the payroll in addition to responding to a variety of requests from students and labor supervisors. Desirable qualities include good customer service skills, mathematical proficiency, and attention to detail.

Student Service Center: Lincoln Lobby, ext. 3185

The Student Service Center provides various academic, financial, and account related services to students, staff, and faculty. Student employees assist full-time staff with transactions including cashing checks, balancing cash drawers, processing account payments and loan payments, processing forms, managing files and meeting other needs of customers visiting the center. Students also assist with various office operations including errands and answering phone calls. Students employed at the Service Center gain skills that will be vital for their future careers including verbal and written communication skills, the ability to assist customers in a variety of situations, and the experience of working with others in a team oriented environment.

Technology and Industrial Arts: Danforth 101, ext. 3033

The Technology and Industrial Arts Department provides students with a variety of technology related experiences. Labor positions are available as lab assistants/supervisors, teaching assistants, technical and support personnel. For more information please view the following website:

<http://www.berea.edu/laborprogramoffice/jobdescriptions/tia.asp>

Theatre Lab: Jelkyl, ext. 3419

Students in the Theatre Laboratory perform a variety of functions including costume, props and scenery construction; sound and lighting inventory and preparation; box office and public relations activities; and teaching assistance. Labor Students in the Theatre Laboratory will learn organizational, creative thinking, clerical, problem-solving, customer service, time management and project management skills and techniques. Qualities desired are experience and enjoyment of working with the public and in team environments, some computer literacy (especially public relations and box office), and an open and positive mind set.

Upward Bound and Woodson Institute: Bruce 219, ext. 3273

Upward Bound is a Berea College outreach program, serving bright high school students from eight counties in south central Kentucky. The program is designed to provide participants with the skills and motivation necessary for success in post-secondary education. Five Tutor-Counselor (TC) positions, grades 4 and 5, are available during the academic year. Primary responsibilities include planning and leading classes and providing personal, academic, and career counseling for 10-15 students. In addition, all TCs have office duties. Much of the work is in the communities we serve, so a driver's license and defensive driving are necessary. Upward Bound seeks TCs who are mature, self-directed, and able to work with minimal supervision. TCs develop teaching, counseling, and leadership skills, which are valuable in their preparation for a career. Upward Bound also hires eighteen TCs to work in the summer residential component of the program.

Vice President, Business and Administration: Lincoln 230, ext. 3131

Business and Administration is administratively responsible for real and personal property and business and campus service operations. The student in this area provides office assistance and research and project support, including such things as researching deeds at the County Clerk's office, assisting legal counsel, and preparing spreadsheets and reports. Applicants should have strong computer and organizational skills, self-motivation, and ability to work on multiple projects at one time.

Weaving: Sunshine Ballard Cottage, ext. 3227

Weaving has been at the heart of Berea College crafts since the early 1890's. Students learn a variety of skills needed to complete a finished product, including loom warping and threading, hand loom or fly-shuttle loom production, and sewing and finishing work. As they become more accomplished, student weavers may mentor new staff or take on administrative responsibilities in the department.

Women's Studies: Phelps-Stokes 205, ext. 3217

Women's Studies students can gain professional experience through the Labor Program, with opportunities in maintaining literary collection, classroom assistance, program development and community organizing. General office duties are reception, oversight of mail, document imaging and filing.

Woodcraft: Mueller, ext. 3229

Since the early 20th century Woodcraft has produced wooden puzzles and games, baskets, seagrass stools, candleholders, and furniture in the Appalachian, Shaker and Colonial American styles. Student workers are provided an opportunity to learn the art of fine woodworking, elements of which include the selection and preparation of raw materials, production and assembly using machines and hand tools, product finishing, and packaging for sale.

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Community Partners

In addition to the on-campus departments listed above, the college partners with off-campus agencies to allow for students to explore alternative labor experiences and to further our commitment to community service. The following agencies have long-standing partnerships with Berea College's Labor Program: Peacecraft, the Berea Arts Council, the Baptist Campus Ministry, the Berea Community School and Family Resource Center, Saint Joseph Hospital of Berea, MACED, the Berea Credit Union, and the Appalachian Colleges Association. These organizations serve as primary labor departments in lieu of on-campus work. Students interested in working with one of these agencies may contact them directly or meet with a member of the Labor Team for additional information.