

## **Commencement/Reunion 2019 Job Directory and Descriptions**

**Please find the reunion work position directory below. If you have questions, please contact the Reunion Work Coordinators at: [reunion-l@mtholyoke.edu](mailto:reunion-l@mtholyoke.edu)**

### **Alumnae Association - ALM**

50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> Class Assistant  
1974 Rooke Assistants (special position for 2019)  
1989 Canoe Assistants (special position for 2019)  
2009 Assistants (special position for 2019)  
Annual Meeting Setup  
Casino Night Assistants (special position for 2019)  
Classes & Reunions Assistant  
Class Photo Assistant  
Crowd Control - Big/Little Party  
Front Desk Assistants  
General Assistant  
General Drivers  
Golf Cart Driver  
Key Assistant  
Laurel Chain  
Loyalty Class Assistants  
Luggage Help  
Marketing and Communications Assistant  
Parade Assistants/Banners  
Paws & Handler (MHC Mascot)  
Reservation Assistant  
Reunion Work Student Coordinator  
Song Leader

### **Admission - ADM**

Admission Tour Guide

### **Art Museum - ARTM**

Museum Guard  
Receptionist

### **Auxiliary Services - PO**

Postal Worker

### **Biology - BIO**

Biology Reception Host

### **Classics & Italian - CLSIT**

Classics & Italian Department At Home

### **Dance Department - KDS**

Commencement Dance Concert

### **Dining Services - DS**

Bakery

Cashier  
Coffee Bar/Pub  
Dish/Potwasher  
General Support  
Laundry  
Payroll  
Potwasher  
Table/Floor Maintenance  
Ticket Sales  
Waitstaff

**English - ENG**

English Department Assistant

**Equestrian Center - EC**

Equestrian Center Assistant

**Facilities Management - FM**

Custodial Worker  
Grounds Crew  
Floor Crew

**Film Studies - FS**

Film Studies Reception

**Gender Studies - GS**

Gender Studies Reception

**History Department - HIST**

History Department At Home Assistant

**Housekeeping - HOUS**

Housekeeping  
Housekeeping Timesheets

**Kendall Sports and Dance Complex - DPE**

Fitness Center Monitor  
Info Desk  
Lifeguard

**Library Information and Technology Services - LITS**

Archives  
Circulation/Access Services Assistant  
Diagnostic Center Consultant/Dorm-Lab Assistant  
Media Resources/AV Tech  
Lab/Technology Consultant

**Office of Advancement - DEV**

Student Office Assistant

**Office of the President - PRES**

Student Assistant to President's Office  
Baccalaureate Usher  
Commencement Usher

**Phi Beta Kappa - PHIB**  
Reception Host-PHI

**Student Programs - SA**  
Campus Center Info Desk and Stage Crew

**Wa-Shin-An (Peace Mind House) - KAGI**  
Japanese Teahouse & Garden

**Willits-Hallowell Center - WILH**  
Dishwashers  
Service Staff  
Willits-Hallowell Housekeeper

### **Alumnae Association**

**Location:** Mary Woolley Hall (main location)

**Dress code for all positions:** Reunion work t-shirt, professional appearance (unless otherwise specified).

**Sign-in:** All students with Alumnae Association shifts must sign in and out at the first floor front desk before reporting to specific shift locations.

### **50th, 55th, 60th Class Assistant**

In this position you will:

- assist alumnae
- set-up/clean-up of headquarter dorms
- other ad-hoc assignments

**Qualifications:** Students must be flexible and willing to take on a variety of tasks related to Reunion. Great customer service skills, attentive, friendly, willing attitude, warm personality and comfortable socializing with older alumnae. Must be able to communicate effectively and be willing to follow directions.

**Report to:** Alumnae Association for sign-in; supervisor will provide additional detail

**Supervisor:** Janet Glick x2652 (jglick@mtholyoke.edu)

### **1974 Rooke Assistants (special position for 2019)**

In this position you will:

- assist with entry/exit procedures and offering arrival and departure greetings
- assist with seating guests

**Qualifications:** Great customer service skills, attentive, friendly, willing attitude, warm personality and comfortable socializing with older alumnae. Must be able to communicate effectively and be willing to follow directions.

**Report to:** Alumnae Association for sign in; then Rooke Theatre and see Barbara Bunyan

**Supervisor:** Janet Glick x2652 (jglick@mtholyoke.edu)

### **1989 Canoe Assistant (special position for 2019)**

In this position you will:

- carry canoes – unload and reload at start and end of event
- ensure alumnae have necessary equipment
- facilitate receipt of signed release forms for each participant

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions.

**Report to:** Alumnae Association to sign in, then go to canoe house on Upper Lake

**Dress Code:** reunion work t-shirt and closed-toe, sturdy shoes

**Supervisor:** Barbara Sadlier x2849 ([bsadlier@mtholyoke.edu](mailto:bsadlier@mtholyoke.edu))

### **2009 Assistants (special position for 2019)**

In this position you will:

- greet members of the class at their headquarters dorm, and provide them with welcome packages
- assist with sales of class swag, if needed
- offer directions, if needed

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions.

**Report to:** Alumnae Association to sign in, then report to Creighton Hall and see Elaine Cheung '09

**Supervisor:** Janet Glick x2652 ([jglick@mtholyoke.edu](mailto:jglick@mtholyoke.edu))

### **Annual Meeting Setup**

In this position you will:

- assist with event setup/breakdown for the alumnae annual meeting
- greet and assist alumnae at the meeting

**Report to:** Alumnae Association to sign in; supervisor will meet you at sign-in desk

**Supervisor:** Karen Corday x2737 ([kcorday@mtholyoke.edu](mailto:kcorday@mtholyoke.edu))

### **Casino Night Assistants (special position for 2019)**

In this position you will:

- assist the classes of 1994, 1999, and 2009 to set up and break down their casino night / dance party (light lifting may be involved)
- run errands around campus pertaining to the event as needed

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions. Light lifting may be involved.

**Report to:** Alumnae Association to sign in; then report to Ham Hall and check in with Mary Flaherty '94

**Supervisor:** Janet Glick X 2652 ([jglick@mtholyoke.edu](mailto:jglick@mtholyoke.edu))

### **Classes and Reunions Assistant (pre-hire position)**

In this position you will:

- assist with all reunion logistics

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions. Light lifting may be involved.

**Report to:** Alumnae Association

**Supervisor:** Janet Glick X 2652 ([jglick@mtholyoke.edu](mailto:jglick@mtholyoke.edu))

### **Class Photo Assistant**

In this position you will:

- help direct alumnae to the area where the photo will be taken
- make sure that the proper felt banner is in the photo with each class and returned to the appropriate point person at the Alumnae Association
- pass out envelopes (provided) for alumnae to order pictures, if they'd like
- help process credit card orders

**Qualifications:** Students must have great customer service skills, attentive, friendly, willing attitude, warm personality and comfortable socializing with older alumnae. Must be able to communicate effectively and willing to follow directions.

**Report to:** Alumnae Association to sign in; supervisor will meet you at sign-in desk

**Supervisor:** Millie Rossman-Kidd X 2742 (mrossman@mtholyoke.edu)

### **Crowd Control - Big/Little Party**

\*\* Expectations to be shared by supervisor at training. \*\*

**Report to:** Blanchard Great Room and see Ymani Frances (You DO NOT need to sign in at the Association in advance of the shift; Student Programs will report any absences.)

**Supervisor:** Alicia Erwin X 2048 ([aerwin@mtholyoke.edu](mailto:aerwin@mtholyoke.edu))

### **Front Desk Assistants**

In this position you will:

- assist with general office operations during reunion
- answer phone, greet and direct guests as needed
- assist with ad hoc event logistics as needed

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions. Light lifting may be involved.

**Report to:** Alumnae Association to sign in; then report to supervisor (Diane Stanton's desk is located across from the sign-in desk)

**Supervisor:** Diane Stanton x2188 (dstanton@mtholyoke.edu)

### **General Assistant**

In this position you will:

- assist with assorted reunion tasks such as making copies, preparing nametags, transporting event materials
- relieve van drivers during breaks / generally assist with transportation
- familiarize yourself with the reunion schedule to best direct/assist guests (<http://alumnae.mtholyoke.edu/reunion/>)

**Qualifications:** must have campus fleet credentials

**Report to:** Alumnae Association to sign in; then up to Mary Woolley 202

**Supervisor:** Danielle Lund x2159 (dlund@mtholyoke.edu)

### **General Driver**

In this position you will:

- run general shuttle services and errands for the Alumnae Association
- be personable, helpful, and alert to alumnae needs at all times
- maintain contact with the Alumnae Association main desk and registration contact person, as they will receive transportation requests

- have a reunion schedule on you at all times, in addition to the van schedule
- track shuttle usage

**Qualifications:** must have campus fleet credentials

**Report to:** Alumnae Association to sign in; then report to supervisor (Diane Stanton's desk is located across from the sign-in desk)

**Supervisor:** Diane Stanton x2188 (dstanton@mtholyoke.edu)

### **Golf Cart Driver**

In this position you will:

- drive alumnae in the parades
- be personable and helpful at all times
- help passengers in and out of the golf cart
- follow golf cart rules, as relayed by supervisor

**Qualifications:** valid US driver's license; NO OPEN TOED SHOES (FLIP FLOPS, SANDALS, ETC); fleet license not required, but must complete fleet credentialing form

([https://www.fivecolleges.edu/riskmgmt/policies/driver\\_credentialing/credentials](https://www.fivecolleges.edu/riskmgmt/policies/driver_credentialing/credentials))

**Report to:** Alumnae Association to sign in; supervisor will meet you at sign-in desk

**Supervisor:** Luisa Tavares x2201 (ltavares@mtholyoke.edu)

### **Key Assistant (pre-hire position)**

In this position you will:

- help alumnae locate their class sign-in sheet and give them their rooming assignment and keys
- answer general questions and give directions
- be pleasant and helpful

**Special instructions:** Please sign in at the Alumnae Association front desk, then report to registration (New York Room, Mary Woolley Hall). Please become familiar with the reunion schedule (<http://alumnae.mtholyoke.edu/reunion/>).

**Supervisor:** Luisa Tavares x2201 (ltavares@mtholyoke.edu)

### **Laurel Chain**

In this position you will:

- assist with construction and maintenance of the Laurel Chain for the Laurel Parade
- help pick up paper towels dropped at the grave after the parade

**Report to:** Alumnae Association to sign in; then outside to street-side entrance of Mary Woolley Hall, where supervisors will meet you

**Supervisors:** Eric Boisvert x3366 ([boisvert@mtholyoke.edu](mailto:boisvert@mtholyoke.edu)); Kathy Cadorette x2735 (kcadoret@mtholyoke.edu)

### **Loyalty Class Assistants**

In this position you will:

- welcome alumnae who are celebrating their 65th, 70th, or 75th reunion
- provide shuttles for loyalty alumnae
- assist with luggage for loyalty alumnae
- offer guidance for getting around campus and at various campus events
- miscellaneous administrative items related to loyalty participation

**Qualifications:** Students must have great customer service skills, attentive, friendly,

willing attitude, warm personality and comfortable socializing with older alumnae. Must be able to communicate effectively and willing to follow directions.

**Special instructions:** Supervisor will provide details about sign-in/sign-out and reporting location.

**Supervisor:** Maya D'Costa X2066 (mdcosta@mtholyoke.edu)

### **Luggage Help**

In this position you will:

- welcome alumnae back to campus
- assist alumnae with luggage upon check-in and check-out

**Qualifications:** Students must have great customer service skills, attentive, friendly, willing attitude, warm personality and comfortable socializing with older alumnae. Must be able to communicate effectively and willing to follow directions.

**Report to:** Alumnae Association to sign in; then report to designated dorm on schedule (supervisor will provide additional information at the end of Orientation)

**Supervisor:** Janet Glick X2652 (jglick@mtholyoke.edu)

### **Marketing and Communications Assistant (pre-hire position)**

In this position you will:

\*\* Expectations to be shared by direct supervisor \*\*

**Report to:** Alumnae Association

**Supervisor:** Jen Grow X2301 (jgrow@mtholyoke.edu)

### **Parade Assistants/Banners**

In this position you will:

- assist with the alumnae parades (crowd control, directions, general flow)
- carry a parade banner

**Report to:** Alumnae Association to sign in; then to Mary Woolley lobby to meet supervisor

**Supervisor:** Janet Glick X2652 (jglick@mtholyoke.edu)

### **Paws (MHC Mascot) & Handler (assists mascot)**

In this position you will:

- engage alumnae as parade begins by lining them up and help along the way
- be available for pictures
- keep everyone energized at Annual Meeting as Alumnae arrive

**Report to:** Alumnae Association to sign in; then to Mary Woolley lobby to meet supervisor

**Supervisor:** Janet Glick X 2652 ([jglick@mtholyoke.edu](mailto:jglick@mtholyoke.edu))

### **Reservation Assistant (pre-hire position)**

In this position you will:

- assist with all logistics related to reunion registration, alumnae check in/out

**Report to:** Alumnae Association to sign in; then see Luisa Tavares in the New York Room

**Supervisor:** Luisa Tavares x2201 (ltavares@mtholyoke.edu)

### **Reunion Assistant (pre-hire position)**

In this position you will:

- assist with all reunion logistics

**Qualifications:** Great customer service skills are a must, friendly and must be able to communicate effectively and be willing to follow directions. Light lifting may be involved.

**Report to:** Alumnae Association to sign in; then see Janet Glick in Mary Woolley 202

**Supervisor:** Janet Glick X 2652 (jglick@mtholyoke.edu)

### **Reunion Work Student Coordinator (pre-hire position)**

In this position you will:

- assist with all logistics related to the reunion work team
- troubleshoot scheduling issues
- communicate with student supervisors and team members via phone and email
- coordinate reunion worker moving shuttles

**Report to:** Alumnae Association

**Supervisor:** Danielle Lund x2159 (dlund@mtholyoke.edu)

### **Song Leader**

In this position you will:

- lead the group singing Bread and Roses at Mary Lyon's grave
- lead the attendees at the alumnae meeting in singing the Alma Mater

**Dress Code:** Please wear a white top and professional pants or skirt (no jeans or shorts).

**Report to:** Alumnae Association to sign in; then to Mary Woolley steps on the green side

**Supervisor:** Janet Glick X 2652 (jglick@mtholyoke.edu)

### **Art Museum**

#### **Museum Guard**

#### **Receptionist**

\*\*Details to be provided by position supervisor before or at first shift.\*\*

**Supervisor:** Glenys Rignall x3538 (grignall@mtholyoke.edu)

### **Auxiliary Services**

#### **Postal Work**

\*\*Details to be provided by position supervisor.\*\*

**Supervisor:** Bernice Lynch x2462 (blynch@mtholyoke.edu)

### **Biology**

#### **Biology Reception Host**

\*\*Details to be provided by supervisor before or at first shift.\*\*

**Supervisor:** Sue LaBarre x2149 (slabarre@mtholyoke.edu)

### **Classics & Italian - CLSIT**

#### **Classics & Italian Department At Home**



In this position you will:

- assist with setup and breakdown for the Classics & Italian reception

\*\* Further detail to be provided upon position start.\*\*

**Supervisor:** Denise Falk x2885 (dfalk@mtholyoke.edu)

### **Dance Department**

#### **Commencement Dance Concert**

Includes positions as:

- stage manager
- assistant stage manager
- stage crew
- sound/video operator
- light board operator

**Qualifications:** Experience preferred, but not required.

**Location:** Kendall Sports and Dance Complex

**Dress Code:** "Blacks" (shirt and pants/shorts), and shoes that are not sandals.

**Supervisor:** Matthew Adelson (madelson@fivecolleges.edu)

### **Dining Services**

#### **Bakery**

In this position you will:

- Scrape and rinse dishes and utensils
- Load dish machine with plates, cups, glasses, and utensils
- Remove items from the clean side, and inspect for cleanliness
- Keep the bakery clean and orderly
- Wash pots, pans, bowls, and trays, and follow proper sanitary pot-washing procedures
- Sweep the floors when needed, and empty trash when full
- At the end of the shift, wipe down the sinks, dish machine, 2 bay pot sinks, and the carts. (Any other area that is asked of you as well)
- Put away all pots to the proper locations
- Sweep Bakery floors, and empty trash
- Clean out the 3 bay sinks
- Other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe), hair restraint

**Report to:** The Dining Services office complex (Otto C. Kohler Building)- bakery

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

#### **Cashier (pre-hire position)**

In this position you will:

- Responsible for the operation of POS - cash register
- Maintain clean and orderly work area
- Assist in maintaining cleanliness of dining room, when time permits.
- Perform other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

### **Coffee Bar/Pub (pre-hire position)**

In this position you will:

- Be responsible for waiting on customers and taking all food and beverage orders
- Provide service making a large assortment of coffees, espresso drinks and blender beverages
- Stock all products and keep coffee bar neat and organized during service
- Be responsible for opening and closing of operation if scheduled
- Work with POS cash register and reconciles daily sales after shift
- Responsible for washing pots & dishes and returning items to designated work areas
- Clean and sanitize Café servery and dining areas
- Responsible for some light food prep duties when not busy
- Restock paper & food supplies and assist cooks with putting away deliveries
- Responsible for the operation of POS - cash register
- Perform other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** The Cochary Pub

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

### **Dish/Potwasher**

In this position you will:

- Scrape and rinse dishes and utensils
- Load dish machine with plates, cups, glasses, and utensils
- Remove items from the clean side, and inspect for cleanliness
- Place on carts so that they can be transported to the proper stations
- Keep the outside conveyor belt clean during service, go and check from time to time
- Keep the dish room clean and orderly
- Sweep the floors when needed, and empty trash when full
- At the end of the night, wipe down the sinks, conveyor belts, dish machine, 2 bay pot sinks, and the carts (Any other area that is asked of you as well)
- Wash pots, pans, bowls, and trays, and follow proper sanitary pot-washing procedures
- Put away all pots to the proper locations
- Sweep kitchen floors, and empty trash
- Clean out the 3 bay sinks
- Other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

### **General Support**

In this position:

- Works under the supervision of student and floor managers, and is assigned by a manager where needed.
- You fill in or help out at:
  - Cleaning and wiping down tables & chairs in the Dining Commons
  - Setting up tables for events, napkins, flatware glasses etc Sweeping & mopping up spills and debris
  - Dish/Pots
  - Table/Floors
  - Line service
  - Waitstaff support
- Other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

### **Laundry**

In this position you will:

- Wash, Dry, Fold and organize Laundry for transportation & use
- Maintains cleanliness of Laundry area
- Empty trash in proper receptacles
- Assist Bakery Staff during down time
- Must be able to work with others.
- Routinely Lifts/moves up to 25 lbs, 50lbs, with assistance
- Reports any safety issues to Managers
- Other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** The Dining Services office complex (Otto C. Kohler building)- laundry

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu )

### **Payroll (pre-hire position)**

In this position you will:

- Responsible for all aspects of student payroll and maintenance of TCP program to include approving time within an appropriate timeline. Alan Anderson will approve all student managers' time punches
- Inquire and fix any issues with student worker times and dates
- Monitor and report absences to managers
- Communicate student worker issues and schedule changes via email

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 (aanderso@mtholyoke.edu)

### **Table/Floor Maintenance**

In this position you will:

- Cleaning and wiping down tables & chairs in the Dining Commons
- Sweeping & mopping up spills and debris
- Clean up areas that need attention, Cereal display area, Beverage Area

- Assists Beverage Monitors in getting supplies and filling cereals, teas & backup product as needed
- Fill Napkin Dispensers
- Reports any safety issues to Managers & staff
- Other duties as assigned

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 ([aanderso@mtholyoke.edu](mailto:aanderso@mtholyoke.edu))

### **Ticket Sales**

In this position you will:

- sell tickets to seniors and their families on skinner green during the picnic

\*\*Further details provided upon position start.\*\*

**Dress code:** Reunion work t-shirt, professional pants or skirt, rubber-soled shoes (closed-toe)

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 ([aanderso@mtholyoke.edu](mailto:aanderso@mtholyoke.edu))

### **Wait staff**

In this position you will:

- Set up dining room, if needed (arrange tables and chairs, and set tables)
- Serve and clear meals and beverages from tables and dining room
- Break down dining room Clean tables, sweep up any debris left on floor
- Other duties as assigned

**Dress code:** White blouse, black skirt or pants, rubber-soled shoes (closed-toe), hair restraint

**Report to:** Dining Commons cashier station

**Supervisor:** Alan Anderson x2235 ([aanderso@mtholyoke.edu](mailto:aanderso@mtholyoke.edu))

### **English Department**

#### **English Department Assistant**

In this position you will:

- assist with setup and breakdown for the English Department At Home

\*\* Further detail to be provided upon position start.\*\*

**Supervisor:** Cynthia Meehan x2146 ([cmeehan@mtholyoke.edu](mailto:cmeehan@mtholyoke.edu))

### **Equestrian Center**

#### **Equestrian Center Assistant (pre-hire position)**

In this position you will:

\*\* Detail provided by position supervisor.\*\*

**Supervisor:** Tedd Goth ([tgoth@mtholyoke.edu](mailto:tgoth@mtholyoke.edu))

## **Facilities Management**

### **Custodial Worker**

In this position you will:

- thoroughly clean academic buildings in preparation for the Commencement/Reunion weekends (as directed by the custodial staff)

**Special instructions:** Please report to the Otto C. Kohler building, Facilities Management main office (Morgan Street, across from the Mandelles).

**Supervisor:** Kerry Fisher x2861 ([kfisher@mtholyoke.edu](mailto:kfisher@mtholyoke.edu)); Michelle Hamelin ([mhamelin@mtholyoke.edu](mailto:mhamelin@mtholyoke.edu))

### **Floor Crew**

In this position you will:

- remove trash from student rooms and hallways
- sweep or vacuum student rooms or hallways

**Report to:** Please report to the Otto C. Kohler building, Facilities Management main office (across Morgan Street from the Mandelles); see Michelle Hamelin

**Supervisor:** Chris Domina x2012 ([cdomina@mtholyoke.edu](mailto:cdomina@mtholyoke.edu)); Michelle Hamelin ([mhamelin@mtholyoke.edu](mailto:mhamelin@mtholyoke.edu))

### **Grounds Crew**

In this position you will:

- install bark mulch, whip weeds, rake and mow lawns
- remove litter and perform general outdoor work

**Special instructions:** Please report to the Otto C. Kohler building, Facilities Management main office (across Morgan Street from the Mandelles). Rain may dictate shifting outside workers to custodial assignments.

**Supervisor:** Chris Domina x2012 ([cdomina@mtholyoke.edu](mailto:cdomina@mtholyoke.edu))

## **Film Studies**

### **Film Studies Reception**

In this position you will:

- assist with setup and breakdown for the Film Studies reception

\*\* Further detail to be provided upon position start.\*\*

**Supervisor:** Bridget Barrett x2257 or x3097 ([bbarrett@mtholyoke.edu](mailto:bbarrett@mtholyoke.edu))

## **Gender Studies**

### **Gender Studies Reception**

In this position you will:

- assist with setup and breakdown for the Gender Studies reception

\*\* Further detail to be provided upon position start.\*\*

**Supervisor:** Bridget Barrett x2257 or x3097 ([bbarrett@mtholyoke.edu](mailto:bbarrett@mtholyoke.edu))

## **History Department**

### **History Department At Home Assistant**

In this position you will:

- guard refreshments until event guest underway
- greet guests
- assist with set-up/clean-up of event

**Supervisor:** Holly Sharac x2377 (hsharac@mtholyoke.edu)

## **Housekeeping**

### **Housekeepers**

In this position you will:

- thoroughly clean student rooms
- move recycling, trash, and student goods
- remove litter and clean public areas

**Special instructions:** For Reunion 1 assignments please report to the Orientation on May 7 at Hooker Auditorium to receive your residence hall assignment. **Reunion 2 assignments will be emailed to you before the start of that work week.**

**Supervisor:** Kerry Fisher x2861 (kfisher@mtholyoke.edu)

### **Housekeeping Timesheets**

In this position you will:

- review student work hours and enter/approve them in web-time entry
- communicate any student absences/lateness to the Alumnae Association

**Report to:** See Kerry Fisher at Orientation for reporting location.

**Supervisor:** Kerry Fisher x2861 (kfisher@mtholyoke.edu)

## **Kendall Sports and Dance Complex**

### **Fitness Center Monitor (pre-hire position)**

In this position you will:

- greet MHC community members and their guests
- maintain a professional and courteous manner while enforcing the appropriate Fitness center security and supervision policies
- check ID's and monitor use of Fitness Center

**Qualifications:** You must have a responsible attitude, effective communication skills, and patience.

**Supervisor:** Barbara Sadlier x2849 (bsadlier@mtholyoke.edu)

### **Front Desk Receptionist (pre-hire position)**

In this position you will:

- greet MHC community members and their guests
- maintain a professional and courteous manner while enforcing the appropriate sports complex security and supervision policies
- check IDs and monitor use of the facility
- answer the telephone
- distribute equipment, launder towels and take facility reservations

**Qualifications:** You must have a responsible attitude and the ability to use initiative. Effective communication skills and patience are required.

**Supervisor:** Barbara Sadlier x2849 ([bsadlier@mtholyoke.edu](mailto:bsadlier@mtholyoke.edu))

### **Lifeguard (pre-hire position)**

In this position you will:

- serve as pool lifeguard during reunion weekends

**Qualifications:** You must have current American Red Cross Lifeguard Training (including First Aid and CPR for the Professional Rescuer).

**Supervisor:** Barbara Sadlier x2849 ([bsadlier@mtholyoke.edu](mailto:bsadlier@mtholyoke.edu))

### **Library Information and Technology Services**

#### **Archives (pre-hire positions)**

In this position you will:

\*\*Position detail provided by supervisor.\*\*

**Supervisor:** Leslie Fields x3079 ([lfield@mtholyoke.edu](mailto:lfield@mtholyoke.edu))

#### **Circulation/Access Services Student Assistant-Shelver (pre-hire positions)**

In this position you will:

- check in returning books and shelve them according to the Library congress system
- work at the Library Circulation Desk to cover staff breaks
- work through a daily checklist of items that need to be completed, including but not limited to: shelving newspapers, new books, Stimson books, picking up 5 College paging slips, helping with the 5 Colleges incoming and outgoing deliveries, work on reserves, and other tasks associated with Access Services daily operations

**Qualifications:** You must have completed one year of work and training as an Access Services Shelver in the last academic year; able to push, pull, and lift up to 40lbs consistently throughout the day; able to read call numbers; have knowledge of Library of Congress Classification system, Cutter Classification, and Williston and Miles-Smith library stacks. Excellent customer service skills are required as well as the ability to communicate effectively with students, staff, and faculty; and be pre-approved by the Head of Access Services.

**Supervisor:** Rachael Smith x2433 ([rsmith@mtholyoke.edu](mailto:rsmith@mtholyoke.edu))

#### **Dorm Lab/Diagnostic Center Consultant (pre-hire positions)**

In this position you will:

- troubleshoot reported dorm lab problems
- perform routine dorm lab maintenance and/or repairs as directed by the Lab Manager
- perform other duties as directed

**Qualifications:** You must have completed one recent (summer 2010 - present) semester's work and training as a Diagnostic Center consultant as verified by the Lab Manager

**Special Instructions:** Please report to the Lab Manager in the Diagnostic Center, 422 Library.

**Supervisor:** Lab Manager, Marc Boucher x2386 ([mboucher@mtholyoke.edu](mailto:mboucher@mtholyoke.edu))

### **Media Resources/AV Tech (pre-hire positions)**

In this position you will:

- help with the daily operations of the Media Resources Department during the Commencement/Reunion weeks. This will include the set up and operation of audio, video and other types of media equipment and systems
- provide technical support during the events of Reunion 1 and 2, Baccalaureate Service and Commencement
- assist with videography during live streamed events

**Qualifications:** You must be prompt and reliable for time sensitive events; able to work days, evenings, and weekends on a flexible schedule during the entire period; technical experience is helpful, but not required.

**Supervisor:** Nick Pelloso x3162 ([npelloso@mtholyoke.edu](mailto:npelloso@mtholyoke.edu)); Mike Urgo x2073 ([murgo@mtholyoke.edu](mailto:murgo@mtholyoke.edu))

### **Lab/Technology Consultants (pre-hire positions)**

In this position you will:

- assist users with hardware and software questions
- enforce policies and maintain orderliness of labs
- answer phones and perform other duties

**Qualifications:** You must have completed one verified semester's work and training as a Technology Consultant in the last academic year; be able to communicate effectively with students, staff, and faculty; and be pre-approved by the Technology Consultant's Coordinator.

**Special Instructions:** Please report to the Consultant's station in the Library Information Commons.

**Supervisor:** Ivy Tillman x3379 ([itillman@mtholyoke.edu](mailto:itillman@mtholyoke.edu))

### **Office of Advancement**

#### **Student Office Assistant (pre-hire position)**

\*Must have valid driver's license, (golf cart driving required).

In this position you will:

- Assist with various Advancement Office functions (such as copying, collating, running errands, assisting with misc. tasks, etc.)

#### ***Dress code:***

Proper dress and hygiene required. Casual/comfortable clothes and (closed toes) shoes. Please wear the standard reunion worker t-shirt, otherwise, clothes and shoes should be dressy enough to interact with alumnae and the public and casual enough to function effectively in the event of errands or tasks that may require a considerable amount of walking or movement. No jeans or shorts.

**Supervisor:** Julie Ogg x2056 ([jogg@mtholyoke.edu](mailto:jogg@mtholyoke.edu)); Mary Fahey x3156 ([mfahey@mtholyoke.edu](mailto:mfahey@mtholyoke.edu))

### **Office of the President**

#### **Baccalaureate Usher (volunteer position)**

#### **Commencement Usher (volunteer position)**

#### **Student Assistant (pre-hire position)**



**\*\*Details to be provided by position supervisor before or at first shift.\*\***

**Supervisor:** Lenore Reilly x3438 ([lreilly@mtholyoke.edu](mailto:lreilly@mtholyoke.edu)); Kelly Hernandez ([khernand@mtholyoke.edu](mailto:khernand@mtholyoke.edu))

### **Phi Beta Kappa**

#### **Reception Host-PHI**

In this position you will:

- provide general event support for the Phi Beta Kappa reception

**\*\* Further detail to be provided upon position start.\*\***

**Supervisor:** James Hartley ([jhartley@mtholyoke.edu](mailto:jhartley@mtholyoke.edu))

### **Student Programs**

#### **Campus Center Info Desk and Stage Crew (pre-hire positions)**

In this position you will:

- provide Stage Crew support for a variety of the reunion week programming, especially for the larger events held in Chapin Auditorium and Blanchard Campus Center
- staff the Blanchard Campus Info Desk

**Supervisor:** Alicia Erwin x2478 ([aerwin@mtholyoke.edu](mailto:aerwin@mtholyoke.edu))

### **Wa-Shin-An (Peace Mind House)**

#### **Japanese Teahouse & Garden Assistant**

In this position you will:

- clean the teahouse
- water, weed, prune, and pick up leaves in the garden
- prepare teahouse for tea ceremonies
- greet guest and escort them into the teahouse
- assist tea masters with tea ceremonies
- wash bowls after tea ceremonies
- be attentive to the needs to guests and tea masters

**Qualifications:** You must not have any allergies to insects, spiders, or dust. Should have an interest in Japan or East Asian cultures as well as experience with gardening and landscaping.

**Dress Code:** Thursdays: Work clothes for gardening and cleaning; closed toes shoes. Fridays & Saturdays: "dressy casual"; dressy enough to interact with public; casual enough to engage in light cleaning; no skirts/dresses, no heels.

**Supervisor:** Heath Atchley x2054 ([atchley@mtholyoke.edu](mailto:atchley@mtholyoke.edu))

### **Willits-Hallowell Center**

#### **Service Staff**

In this position you will:

- assist with the set-up, serving, and clean-up of catered events in Willits-Hallowell and other locations on campus

**Dress code:** White button down shirt (with collar) tucked in; black pants or skirt (knee or

ankle length); black, rubber-soled shoes (closed-toe); hair pulled back.

**Supervisor:** Regina Leigh x2217 (rleigh@mtholyoke.edu)

### **Housekeeper**

In this position you will:

- clean (make beds, vacuum, dust, etc) in overnight guestrooms and/or public areas of the Center

**Dress code:** Neat, comfortable clothes; sneakers are recommended, no sandals, open-toed shoes or belly shirts (jeans and t-shirts are fine, but nothing you'd mind getting dirty).

**Supervisor:** Julie D'Astous x2217 (jadastou@mtholyoke.edu)

### **General Questions? Please contact:**

#### **Reunion Work Coordinator:**

Danielle Lund x2159 (reunion-l@mtholyoke.edu)

#### **Student Coordinator:**

Alexis Helgeson (reunion-l@mtholyoke.edu)