

Bread Loaf / Vermont Student Employment Positions

Student employment positions are described below. Please note that position availability is subject to change. Hours, which may not exceed 20 per week, will vary depending on the position. To apply, please email Dianne Baroz (dbaroz@middlebury.edu) with a description of your interest, background, and relevant skills or experience in any of the positions for which you would like to be considered.

Dining Hall Attendants

Dining service will be cafeteria style, with meals running 2 hours Sunday dinner through Friday lunch, and 1.5 hours Friday dinner through Sunday lunch.

Dining Hall attendants will assist the kitchen staff in setting up the dining hall for meals, keeping serving areas and food/drink containers well-stocked, and cleaning up in preparation for the next meal. They may also assist in creating special tables or other dining events. Employment will extend from June 27 through August 12 and will include some (though not all) weekends as well as days off. Ordinarily, attendants will work in shifts, to split the coverage of the 2-hour meals. Dining hall attendants will report to a student supervisor, who will set the schedule around attendants' academic obligations. Dining hall attendants can work full- (20 hours /week) or part-time (10 hours/week) schedules.

Writing Center Assistant

The Ken Macrorie Bread Loaf School of English Writing Center offers online and face-to-face service to students at all the BLSE campuses. Applicants for the Writing Center Assistant should meet the basic qualifications: strong writing skills and experience writing at the college level; strong interpersonal communications skills; strong organizational skills (this includes organizing peer reader work schedules and managing writing center scheduling, and planning services around the time-zone differences between the BLSE campuses); experience using technology and, specifically, managing online appointment systems; ability to design textual and visual promotional materials for publicizing the writing center; capacity to collect and assemble records to demonstrate the efficacy of the writing center. Although preference will be given to individuals who have demonstrable experience working in a writing center, all interested individuals are encouraged to apply. The Assistant will report to the Writing Center Director and should expect to work from June 27 through August 8.

Computer Assistant

Computer assistants will supervise the Apple Cellar computer room (assisting users and making sure the machines are working properly). They will be trained in basic technologies, so that they can assist users in accessing campus wireless, logging on to the Middlebury network, accessing Middlebury email, Canvas, and BreadWeb. Assistants will report to Caroline Eisner, our technology specialist, and should expect to work from June 26 through August 8.

Library Assistant

The Library Assistant supervises Davison Library during evening and weekend hours (approx. 10-20 hours per week). Primary responsibilities include assisting users with catalog searches and

other basic research, borrowing, and course reserves. The Assistant will be trained and supervised by staff from the Middlebury library and should expect to work during the period when classes are in session.

Theater

Costume Assistant

Tasks include working with theater staff in constructing costumes and serving as wardrobe crew during tech rehearsal and production. Must have experience with hand sewing and machine sewing (bonus points if you've used a serger machine) as well as an interest in costume design and a willingness to learn techniques of costume construction. The costume assistant reports to Bread Loaf's costume designer.

Technical Assistant

Responsibilities include but are not limited to: building scenic elements and props; using carpentry power tools (drills, saws, fasteners, etc.); painting theater scenery and properties; installing / focusing and circuiting lighting fixtures; assisting with rehearsals and productions as well as with set ups for events in the Little Theater. Experience in some area of construction, stage electrics or running productions is preferred. Candidate should be able to use a ladder and be able to lift at least 60lbs. Expected hours worked per week will be no more than 20 but may fluctuate due to class and production schedule. The technical assistants report to Bread Loaf's Technical Director and Production Manager.

Journal Editors

The Bread Loaf Journal co-editors (usually two) work together and are responsible for assisting with solicitation of submissions, reviewing and selecting submissions for publication, editing, design, and distribution of the journal. They will also assist in planning a community celebration/journal launch. The co-editors report to Dana Olsen, Bread Loaf's Administrative Director; their employment period will extend from June 28 through August 8.

Bookstore Attendant

The bookstore attendant will be responsible for running the college store's Bread Loaf location. With training provided by the bookstore manager, the attendant will set up the bookstore displays, operate a computerized point-of-sale terminal, assist customers, and restock and maintain clothing, supplies, and other merchandise as needed. We anticipate the attendant will work from about 11:30 am – 2 pm Monday – Thursday from June 29 through August 8, though we can adjust these hours slightly depending on the attendant's class schedule. The attendant may also sell books before or after certain evening readings and lectures. The bookstore attendant will report to the college bookstore manager.

Archival Assistants

The archival assistants will assist administrative associate Gillian Zieger in entering attendance records from 1919-1964 into a digital format. Requires accurate typing ability and attention to detail.

