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Position Title: Geography Research Assistant- Herb	1001
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Position Title: Studio Art Social Media & Photography Assistant.....	1001
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Position Title: Track and Field Meet Asst.....	1001
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Position Title: Research Asst- Saurez	1015
Position Number: 901959	1015
Position Title: P&P Intern for Conflict Transformation	1015
Position Number: 901960	1015
Position Title: Curricular Development Assistant	1015
Position Number: 901961	1016
Position Title: CARE Management Student Worker	1016
Position Number: 901962	1016
Position Title: ResLife/HWE Summer Intern	1016
Position Number: 901963	1017

Position Title: Intro to Data Teaching Assistant.....	1017
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Position Title: Intro to Data Program Assistant	1018
Position Number: 901966	1019
Position Title: Library Research Assistant	1019
Position Number: 901967	1020
Position Title: Student Intern for the KWD Collaborative in Conflict Transformation	1020

Position Number: 900691 Position Title: 51 Main Kitchen Helper/Cook

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Prepares proper quantity of scheduled menu items according to food production sheets. Ensures that food is properly and safely prepared, cooked and served.

Assists cook as necessary with other food preparation as instructed.

Observes proper food storage and handling procedures to ensure fresh, deliverable product.

Cleans work areas, including counters, floors, dishes and related equipment and ensures they are in proper sanitary condition.

Position Number: 900688 Position Title: 51 Main Kitchen Utility Worker

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description:

Provide assistance to Cook in preparation of food items.

Maintain clean and sanitary stock of dishes and utensils, wash and sanitize all pots and utensils as necessary and store items in appropriate area.

Retrieve and prep ingredients for menu items.

Load soiled dishes into dish rack and prepare dish machine for set cycle.

Load appropriate soap levels and time cycles.

Run dishes through cycle.

Unload and stack dishes and glassware in appropriate storage areas.

Sort silverware and utensils and place them in proper storage areas.

Wash all pots, pans and kitchen utensils and sanitize all pots and utensils. Store in appropriate areas.

Sweep and mop kitchen area.

Remove all trash cans from kitchen area and store in appropriate area.

Rinse all trash cans and ensure they are properly and safely stores.

Operate all equipment in a safe manner.

Clean and organize storage and receiving areas.

Assist as necessary in kitchen area.

Deliver and set up in-house functions.

Pick up supplies and clean up function area.

Perform other duties as assigned to assist the department in obtaining and maintaining

Position Number: 900666 Position Title: 51 Main Bartender

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Position pays \$6/hr plus tips. Guaranteed a minimum of \$10.00 per hour.

Greets customers and prepares drink orders as requested.
Performs function of Barista (espresso and related drinks).
Provides and monitors alcoholic beverage service in compliance with state liquor laws.

Cleans and maintains all machinery in area on daily basis.
Washes glassware and equipment as necessary.
Accounts for all liquor served and monies collected.
Cleans work area after shift (including sweeping and mopping) and maintains an orderly work area.

Reconciles cash receipts.

Attends training sessions.

Qualifications Some bartending experience required. Knowledge of espresso machine and components. Basic math skills. General knowledge of safety/sanitary aspects of food service areas. Successful completion of Vermont DLC training.

Position Number: 900667 Position Title: 51 Main Host/Hostess

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Greets and seats customers and prepares drink orders when busy in order to minimize guest wait time.

Provides assistance to servers and guides the servers to newly arrived guests. On occasion clears tables (bussing) in order to seat newly arrived guests at a clean and prepared space

Washes glassware and equipment as necessary.

Cleans work area after shift (including sweeping and mopping)

Sets up work stations with appropriate foods and backups for service

Experience

Some Restaurant experience required. Must have espresso experience.

Knowledge

Knowledge of espresso machine and components. Basic math skills. General knowledge of safety/sanitary aspects of food service areas. Successful completion of Vermont DLC training.

Position Number: 900680 Position Title: 51 Main Promoter

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description:

Position Number: 900668 Position Title: 51 Main Wait Staff

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Position pays \$6/hr plus tips. Guaranteed a minimum of \$10.00 per hour.

Assists throughout business hours in one or more of the following areas:

Sets up dining area with appropriate table settings.

Serves alcoholic beverages, entrees, desserts and coffee as necessary.

Clears tables in appropriate manner and in accordance with standards.

Supervises table and room setup as needed.

Assists in kitchen/beverage areas.

Attends training sessions.

Adheres to dress code.

Qualifications Must attend Vermont DLC alcohol service workshop.
Should be trained in proper service standards and room setup. Must be physically able to lift 10-20 lbs. numerous times each day, and up to 50 lbs. once a day. Able to push and pull up to 100 lbs. frequently. Requires long periods of time standing and frequent walking.

Position Number: 900516 Position Title: Accounting - General Assistant

EDORDA: 314-3203-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900485 Position Title: Accounts Payable Assistant

EDORDA: 311-2505-50200-10-000000-12885

Position Type: None

Department: Controller's Office

Supervisor: Nicole Corriveau

Description: Responsibilities:

Accounts Payable Assistant

Scanning of Accounts Payable Forms and Invoices

Linking the scanned documents using Perceptive Content and Banner systems

Utilizing Banner for multiple tasks

Filing and other duties as assigned

Experience Desired:

Basic computer skills are required. Basic Excel skills preferred. Basic Banner Navigation preferred. Web skills helpful but not necessary. Attention to detail is essential.

Position Number: 900292 Position Title: CCE Summer Intern

EDORDA: 311-2505-50200-10-000000-12885

Position Type: None

Department: Creativity & Innovation

Supervisor: Liz Cleveland

Description: Join a fast-paced, creative, joyful and inclusive work environment and make a meaningful impact on-campus and in local, regional, and international communities through this position in the Center for Community Engagement! We seek a Summer Intern to help us with a range of projects including outreach, assessment, and program development. The intern position is full time with a start date in early June and an end date of the first day of fall semester classes.

Responsibilities include:

General office tasks and responsibilities, including coverage while staff is away.

Assist with planning related to Orientation and Fall CCE programming including the MiddAction Fair.

Provide research assistance (e.g., comparison to other campus programs, “best practices,” student service leadership).

Support CCE’s data collection and data analysis efforts as we work to measure and assess our programs.

Communications and Outreach projects including updating CCE website and social media updates (Facebook, etc.).

Support for the Language in Motion program.

Support for the Privilege & Poverty Academic Cluster (include WordPress website work)

Help prepare promotional materials for first years, including introductory e-mail, posters, flyers, etc.

Other projects as needed.

Experience and Skills:

Reliability and a strong commitment to the Center for Community Engagement’s mission.

Excellent interpersonal and communication skills, both oral and written.

Ability to manage and prioritize multiple tasks.

Self-motivation and the ability to work independently and proactively on projects.

Previous experience with community service, service-learning, and/or some familiarity with community service in Addison County preferred. Ideally, the person will also want to continue to work with CCE during the following academic year, if possible.

Event planning experience helpful.

Basic computer skills, proficiency in MS Word, Excel, Outlook. Experience creating content on WordPress is ideal. Knowledge of other computer programs including, but not limited to 25Live, MiddLink, Photoshop, and Drupal.

Ability to maintain confidentiality.

Research skills.

Creative/artistic/design skills would be a great asset.

Open to continuing Middlebury College students. Students from diverse backgrounds and interests are highly encouraged to apply.

Position Number: 900613 Position Title: CCE Communications Intern

EDORDA: 311-2505-50200-10-000000-12878

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Join a fast-paced, creative, joyful work environment and make a positive impact on-campus and in the local community through this position in Community Engagement! We seek a Communications Intern to help us with our digital presence and outreach.

Position Responsibilities:

- Produce the Weekly Community Engagement newsletter: tasks include writing newsletter copy, following-up with community partners, maintaining the newsletter subscription list, and soliciting input from office members.
- Help maintain the Center for Community Engagement website. Training in Drupal available.
- Support the Center for Community Engagement's social media platforms including writing posts for Facebook, writing blog posts, and taking photos at events.
- Support creating print media including event posters.
- Other duties as assigned.

Candidate Skills and Experience:

- Strong technical writing and editing skills.
- Strong organizational skills and attention to detail.
- Digital Photography skills useful but not required.

- Graphic design and familiarity with programs like CS6 useful but not required.
- Previous web editing experience a plus but not required.
- Previous experience in Center for Community Engagement's programs or an interest in learning about our work.
- Interest in community media and resources (e.g., The Addison Independent, Front Porch Forum, Minibury) a plus.

This position is 6-10 hours per week in the Center for Community Engagement. Ideally the candidate will be available the entire 2022-2023 academic year, but we may be able to accommodate candidates who are only on campus for part of the academic year.

Position Number: 900698 Position Title: CCE Community Friends Intern

EDORDA: 311-2505-50200-10-000000-13350

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Actively participate in informing Community Friends program from a student perspective.

Represent and serve as an ambassador for the Center for Community Engagement and Middlebury College at events held on- and off-campus.

Assist in recruiting new student volunteers.

Assist in planning and implementing volunteer training and support.

Assist with administrative tasks necessary to Community Friends' functioning and organization, including, but not limited to: checking volunteer references; collecting background check forms and payments; disseminating information to students and community partners; maintaining accurate records.

Provide research assistance as requested.

Provide assistance with other Community Engagement office projects as needed.

Maintain confidentiality of sensitive information.

Experience

Familiarity with Community Friends and/or other mentoring programs.

At least one semester's experience on Community Friends board, preferred.

Previous experience with community service, service-learning, and/or familiarity with community engagement in Addison County, preferred.

Skills

Willingness to value relationship, partnership, and collaboration with local partners as a first principal.

Excellent interpersonal, communication, and organizational skills.

Self-motivation and the ability to work independently and proactively on projects

Ability to manage and prioritize multiple tasks.

Enthusiasm and vision for Community Friends' continued advancement.

Computer skills (Word, Excel, PowerPoint, Internet, Canva, Presence).

Understanding of student-oriented communications outlets.

Grasp of student volunteer support needs.

Position Number: 900614 Position Title: CCE Community Service Intern

EDORDA: 311-2505-50200-10-000000-13352

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: To coordinate the community service aspect of Community Engagement.

*3-10 hours of work in the Community Engagement office

*Manage community service aspects of Community Engagement

*Help with intake of volunteer requests from community partners

*Help connect interested students with community agencies in need of volunteers

*Work with other Community Engagement staff and student staff to publicize service opportunities (through Student Service Organizations, Commons Service Liaisons, Website, posters, etc.)

*Serve as liaison between student service groups and Community Engagement

*Assist in coordinating Service Council meetings

*Help collect volunteer statistics

*Work with Community Engagement staff to explore structural changes, opportunities to expand, and new directions for the community service program.

*Research as needed

*Assist Community Engagement as needed with general office initiatives.

Experience

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently on projects; previous experience in community service and some familiarity with community service in Addison County, preferred; previous experience with student organization leadership, preferred.

Knowledge

Microsoft Word, Excel, Publisher, PowerPoint, and Outlook.

Position Number: 900610 Position Title: CCE 1st Year Experience Coordinator

EDORDA: 311-2505-50200-10-000000-13009

Position Type: None

Department:

Supervisor: Ashley Laux

Description: We are seeking a student staff member who is enthusiastic about community-service and activism who would like to work with the Community Engagement staff to promote local engagement among new Febs and First-Year students. This is a rewarding position that will enable you to work with students and community partners in an office committed to engaging the campus in its service initiatives.

This paid position includes two hours weekly work in the Community Engagement office and one hour weekly outside the Community Engagement office working to promote and coordinate first-year student community service and related initiatives.

Other Responsibilities

- Work collaboratively with Community Engagement to plan and facilitate community service opportunities for first-years and new Feb students.
- Work with key people in the Commons and communicate with them regularly to facilitate Commons-based community service events (First-Year Coordinators, Dean, Coordinator, CRAs, Co-Chairs, Council Members).
- Help to organize group community service activities.
- Make yourself and your role known to first-years and Feb students and help match them with on- and off-campus activism and service opportunities.

- Report back to Community Engagement on first-years and Feb students and their service- and advocacy-related initiatives and recommend ways in which the office can support them.
- Encourage first-years and Feb students to connect to the Community Engagement office as appropriate.
- Assist Community Engagement staff in completing and implementing office initiatives and administrative projects.

Experience

Must be at least a second-semester first-year, preferably a Feb, with excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; previous experience with community service in Addison County preferred.

Knowledge

Basic computer skills. Appropriate telephone skills. Ability to articulate clearly for both on- and off-campus community members.

Position Number: 900655 Position Title: CCE International Student Liaison

EDORDA: 311-2505-50200-10-000000-10941

Position Type: None

Department:

Supervisor: Ashley Laux

Description: We will pay an International Student Liaisons for one hour of weekly work in the Community Engagement office and two hours of weekly work toward promotion and coordination of international student community service and related initiatives outside of the Community Engagement office (including attendance at ISO and other cultural and advocacy meetings).

Make yourself and your role known to international students and related organizations, as well as College staff, including OID, ISSS, and UWC offices.

Attend regular meetings of related organizations.

Report back to Community Engagement on international students and their service- and advocacy-related initiatives and recommend ways in which the office can support them.

Promote local direct service opportunities.

Encourage international students to connect to the Community Engagement office as appropriate.

Assist Community Engagement staff in completing and implementing office projects and initiatives.

Experience

Must be at least a second-semester first-year with excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; previous experience with international service and advocacy; and some familiarity with community service in Addison County preferred.

Knowledge

Microsoft Word and Outlook required. Experience with Excel, CMS, and PowerPoint preferred but not required.

Position Number: 900611 Position Title: CCE MAlt Intern

EDORDA: 311-2505-50200-10-000000-12885

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Responsibilities:

The CCE MAlt Intern works together with the Center for Community Engagement to facilitate and manage the Middlebury Alternative Break Trips (MAlt) program. The intern works to:

Recruit MAlt trip leaders and participants for week-long trips over February Break.

Advise MAlt trip leaders on best practices in leading an alternative break trip including but not limited to leadership skills, group development, fundraising, trip itinerary development, techniques for leading reflection, and developing trips with a grounding in social justice. Assist with administrative tasks necessary to the functioning and organization of MAlt.

Provide research assistance as requested.

Support the CCE in tracking and depositing fundraised money and other funds. Budgeting along with the group leaders to ensure the trips have adequate funding to carry-out their work.

Provide assistance with other Community Engagement office projects as needed.

Experience/Skills Desired:

Experience serving as a participant and/or leader on a Middlebury Alternative Break Trip.

Excellent interpersonal and communication skills.

Strong attention to detail.

Ability to remain organized while balancing multiple priorities and tasks.

Self-motivated and reliable.

Ability to work independently and proactively on projects.

Ability to maintain confidentiality as necessary.

Ability to work with a team and accept direction from supervisors.

Knowledge Desired:

Basic computer skills, proficiency in MS Word, Excel, Outlook.

A strong commitment to the mission of MAlt and the Center for Community Engagement.

Knowledge about the components of a quality alternative break trip.

Position Number: 900637 Position Title: CCE General Intern

EDORDA: 311-2505-50200-10-000000-13112

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Join a fast-paced, creative, joyful work environment and make a positive impact on-campus and in the local community through this position. We seek an intern to support Center for Community Engagement staff on a wide-range of projects including event planning, data input, program research, and logistical support. Each work shift will look slightly different based on the programming and needs of the Center for Community Engagement.

Responsibilities

Provide in-person office coverage during office hours.

Greet faculty, students, community partners, and other visitors to the Center for Community Engagement. Provide information about the office and our programs to visitors.

Pursue innovative and creative ways to help spread understanding and awareness of the Center for Community Engagement on- and off-campus.

Provide research assistance as needed (e.g., comparison to other campus programs, student service leadership, support for faculty, etc.).

Help to plan and organize one-time events for the Center for Community Engagement.

Help prepare communications materials-for bulletin boards, posters, articles, etc.

Assist with other office responsibilities as needed.

Experience

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; previous experience with community service, service-learning, and/or some familiarity with community service in Addison County preferred; event planning experience helpful.

Education/Training

- Strong computer skills, including Word, Excel, and Google Drive.
- Strong communications skills, both oral and written.
- Reliability and a strong commitment to the Center for Community Engagement's mission.
- Ability to maintain confidentiality.
- Research skills.
- Ability to prioritize and juggle several projects simultaneously.

This position is 6-10 hours per week in the Center for Community Engagement, ideally the candidate will be available fall semester, J-Term, and spring semester but we may be able to accommodate candidates who are only on campus for part of the academic year.

Position Number: 900612 Position Title: CCE Page 1 Literacy Intern

EDORDA: 311-2505-50200-10-300824-13200

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Responsibilities:

Work closely with the Assistant Director to communicate with after-school and school staff in Addison County to set up Page One programming for Fall and Spring semesters. This includes arranging dates and times, collecting permission slips, confirming sign-up numbers, and otherwise coordinating the logistics for 6-10 programs of weekly after school Page One programming.

Represent and serve as an ambassador for the Center for Community Engagement and Middlebury College at events held on- and off-campus

Communicate promptly and professionally with approximately 10 partner schools and after-school programs by email and phone.

Maintain confidentiality of sensitive information and understand the role of volunteers vis a vis mandated reporting.

In collaboration with the Page One Board and CCE staff, co-develop training for new volunteers in keeping with best practices. Document practices to maintain thorough records.

Under the direct supervision of the Assistant Director, support volunteers to troubleshoot challenges with their programs, employing creative problem-solving and giving constructive feedback as needed.

At the close of fall and spring semesters, solicit feedback on programs from volunteers and school staff and report back in a timely way to CCE staff.

Assist with scheduling, planning, and implementing training for the incoming programs coordinator.

This office position is 3 hours/week during Fall, Winter, and Spring semesters.

Experience

- Familiarity with and at least one semester's experience with Page 1 Literacy as a student volunteer.

Additional teaching experience a plus.

Skills

Ability to work collaboratively across differences

Willingness to value relationship, partnership, and collaboration with local partners as a first principal.

Detail-oriented and able to be persistent in working to arrange logistical matters

Excellent organizational and interpersonal skills

Strong commitment to the Center for Community Engagement mission

Comfortable communicating over email and phone

Attentiveness to and understanding of student volunteer support needs

Able to maintain calm under pressure and reach out proactively as challenges arise

Able to manage and prioritize multiple tasks

Strong computer skills, including Word, Excel, and Google Sheets

This position is 3 hours per week in the Community Engagement office, and the candidate must be available fall semester, J-Term, and spring semester.

Position Number: 900591 Position Title: Addison County Shepherd Intern

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Tiffany Sargent

Description: To work with the John Graham Shelter to provide outreach, counseling, and referral to those at risk of homelessness.

Located in Vergennes, the John Graham Shelter provides temporary refuge to homeless individuals and families and offers hope and support to those seeking to rebuild their lives. Working closely with shelter staff, the intern will play a key role in providing food, shelter and hope to Addison County's homeless population, and will directly assist residents with comprehensive goal setting, case management, and other on-site services including health care, mental health counseling, assistance with housing, employment searches, and much more.

Position Number: 900566 Position Title: CCE Service Trips Coordinator

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ashley Laux

Description: Work with Community Engagement Staff, orientation MiddView trips professional staff, other student MiddView Orientation Trips Coordinators to plan and implement all aspects of the College's Orientation Service Trips. Trips include two to three days of volunteer service throughout the state of Vermont with organizations who address education, the environment, hunger and homelessness, and community development. The Service Trips coordinator works with the Community Engagement staff to set up community service opportunities for incoming first years, and helps to select and train student leaders; train and supervise the logistics crew; design and coordinate mailings and application process; update website; coordinate campus arrival and Bread Loaf logistics; plan and present the annual post-program slide show; other duties as assigned.

Qualifications:

Current Middlebury student. Past service trips experience and familiarity with the local community preferred. Meticulous organizational skills and attention to detail necessary. Sense of humor and grace under pressure essential.

Other details:

General workweek through the commitment period is 37.5 hours / week. In the days and weeks immediately prior to and during leader training, irregular and perhaps longer hours may be necessary. Must be willing to work weekends during leader training and the program itself.

Commitment period: Mid June through the end of first-year orientation

Timeline: Review of applications to begin immediately and continue until position is filled.

Position Number: 900615 Position Title: CCE Service Learning Intern

EDORDA: 314-1305-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ashley Laux

Description: Primary Purpose: To help promote community-connected teaching, learning, and research, with particular focus on supporting both CCE and faculty efforts. Responsibilities may vary and include researching best practices, providing literature reviews, assisting faculty, individually or collectively, acting as a T.A. in particular courses, researching departmental/community partnerships, matching community needs with appropriate faculty, supporting transportation and other logistical needs to carry out projects, etc.

Responsibilities

- Provide administrative support regarding service-learning, community-based learning, community-based research, and other pedagogies that promote engaged learning.
- Maintain a data base of participating faculty, students, community needs, and related service-learning opportunities for campus and public use
- Assist with reports, questionnaires, etc., as able.
- Research peer institutions and “best practices” with regard to service-learning and community connected pedagogies.
- Research and develop WEB support services and information re. service-learning, community-based learning, and community-based research.
- Provide administrative support, publicity, and promotion of campus initiatives re. community-connected academic pursuits (e.g., the Academic Outreach Endowment grant process, summer research opportunities, donor updates, etc.).
- Research related grant opportunities, as available.
- Provide other general office assistance to the Center for Community Engagement (CCE), as needed.

Experience Desired:

Previous experience in service-learning and familiarity with community service in Addison County, preferred. Self-motivation and the ability to work independently on projects. Excellent organizational skills. Excellent interpersonal and communication skills with a variety of stakeholders, including faculty, staff, students, community partners, academic administration, alumni, and more. Ability to manage and prioritize multiple tasks.

Knowledge Desired:

Basic computer skills. Appropriate in-person, electronic, and phone communication skills. Ability to communicate effectively with both on- and off-campus community members.

Position Number: 900183 Position Title: ADA Note Taker - Litchfield

EDORDA: 314-1305-50200-10-000000-00000

Position Type: None

Department: ADA Office

Supervisor: Jodi Litchfield

Description: Primary Purpose:

Provides support to the Disability Resource Center (DRC) by assisting with accommodations for students with disabilities to help provide equal access to academic programs. Position is under the supervision of the ADA Coordinator.

Responsibilities:

- Assists with note-taking for students with disabilities.
- Transcribes materials that have been recorded onto an audio tape by students with disabilities.

Requirements:

- Must work cooperatively with others and accept direction from supervisor.
- Must have effective analytical, interpersonal and verbal/written communication skills.
- Must be able to take charge and work independently.
- Must be an organized, friendly and outgoing person.
- Must be punctual and work well with other students, staff and faculty.
- Must be willing to perform other duties as assigned.
- Must manage sensitive material, highly confidential matters, and private records with discretion.

Education and Training:

- No specific previous training is necessary.
- Knowledge in specialized academic areas such as Psychology, Biology, Chemistry, Mathematics and foreign languages very helpful.

Position Number: 900185 Position Title: ADA Information Technician

EDORDA: 314-1305-50200-10-000000-00000

Position Type: None

Department: ADA Office

Supervisor: Jodi Litchfield

Description: Primary Purpose:

Provides support to the Disability Resource Center (DRC) by assisting with accommodations for students with disabilities to help provide equal access to academic programs. Position is under the supervision of the ADA Coordinator.

Responsibilities:

- Handles the scheduling and supervision of other student employees.
- Oversees main projects such as completion of alternatively formatted materials.
- Enlarges materials for the blind and dyslexic with a variety of range of technology.
- Scans materials for students with disabilities with specialized adaptive technology and software available through the DRC.
- Trains other student workers on office procedures and specialized adaptive technology and software.

Requirements:

- Must be able to create and maintain a schedule of the shifts of student workers.
- Must have strong research and organizational skills necessary.
- Must be flexible and handle a high level of responsibility often under duress.
- Must work cooperatively with others and accepts direction from supervisor.
- Must have effective analytical, interpersonal and communication skills required.
- Must be able to take charge and work independently.
- Must be an organized, friendly and outgoing person.
- Must be punctual and work well with other students, staff and faculty.
- Must be willing to perform other duties as assigned.
- Must manage sensitive material, highly confidential matters, and private records with discretion.
- Must have a professional demeanor due to work with a broad range of constituents including parents, faculty and high level College officials.

Education and Training:

- Must have previous office experience and have strong organizational skills.

- Must have previous experience with scanners and software.
- Must have previous experience in supervision of projects and/or staff.
- Must have previous knowledge of adaptive technology and software, such as Kurzweil, or undergo extensive on-the-job training on the aforementioned program.
- Must be able to train other student workers on the adaptive technology.
- Knowledge in specialized academic areas such as Psychology, Biology, Chemistry, Mathematics and foreign languages very helpful.

Position Number: 900180 Position Title: ADA Specialized Worker

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: ADA Office

Supervisor: Jodi Litchfield

Description: Primary Purpose:

Provides support to the Disability Resource Center (DRC) by assisting with accommodations for students with disabilities to help provide equal access to academic programs. Position is under the supervision of the ADA Coordinator.

Responsibilities:

- Assists in creation of audio files for students with disabilities.
- Researches and compiles educational materials for the DRC.
- Provides administrative support to the ADA Coordinator including photocopying, filing, and office organization.

Requirements:

- Must have clear speaking voice for recording purposes.
- Must have strong research and organizational skills.
- Must have institutional knowledge of the administrative and academic departments.
- Must have the ability to answer a range of inquiries or direct them appropriately.
- Must work with a broad range of members of Middlebury and educational community.
- Must be flexible and handle multiple responsibilities.
- Must work cooperatively with other workers and accept direction from supervisor.
- Must have effective analytical, interpersonal and verbal/written communication skills.

- Must be able to take charge and work independently.
- Must be an organized, friendly and outgoing person.
- Must be punctual and work well with other students, staff and faculty.
- Must be willing to perform other duties as assigned.
- Must manage sensitive material, highly confidential matters, and private records with discretion.

Education and Training:

- Previous office experience and strong organizational skills helpful.
- Some on-the-job training required for aspects of position related to adaptive technology and software such as Kurzweil.
- Knowledge in specialized academic areas such as Psychology, Biology, Chemistry, Mathematics and foreign languages very helpful.

Position Number: 900692 Position Title: Senior Admissions Fellow

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Samuel Prouty

Description: The primary role of the Senior Admissions Fellows is to represent Middlebury College to visiting students and families by leading information sessions, assisting with campus open house events, being an ambassador of the College, and completing other various admissions-related projects throughout the academic year. Fellows will not only offer valuable student perspectives on Middlebury College to visiting students and their families but also gain exposure and experience in all cycles of the college admissions process.

*Fellows will assist staff members with group information sessions to offer a student perspective and to help answer visitors' questions. Fellows are expected to present full group information sessions on their own on a regular basis.

*Fellows will work at open house events in various capacities (welcoming families, serving as student speakers or on student panels, helping organize specific activities, ensuring events run smoothly, etc.).

*Fellows will assist the admissions staff with various projects, efforts, and administrative duties as necessary.

*Fellows will work approximately two to four hours per week throughout the academic year.

Position Number: 900713 Position Title: Asst Tour Guide Coordinator

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Primary purpose of the Asst Tour Guide Coordinator is to represent Middlebury College to visiting students and families by assisting the tour guide coordinator, learning about the tour guide coordinator position, and communicating with tour guides and potential tour guides. This position also requires serving as a liaison between Admissions and prospective students and families answering questions about Middlebury College and the application process and requirements. This position is training for the tour guide coordinator position and the student works with a trained tour guide coordinator to become efficient throughout one or two semesters. In addition, the intern will perform the duties of an Admissions Student Assistant.

- Must handle confidential materials with discretion.
- Learn how to maintain Tour Guide nametag board.
- Learn how to evaluate new tour guide applications and be present for group interviews
- Assist in responding to emails from tour guides
- Communicate with fellow TGCs, ASAs, and Admissions staff
- Give tours at the last minute if we are low in guide numbers
- Answer phone calls, emails, and welcome visitors to Middlebury College
- Share opening and closing responsibilities along with assistant with visitor registration and check-in
- Conduct yourself in a professional manner when in the office or serving in the capacity as TGC on campus
- Work well independently and show initiative to complete necessary work
- Demonstrate organizational and planning skills
- Must be prompt and reliable in email communications
- Must be able to stay for a week following the culmination of Spring exams or arrive a week prior to the start of the Fall semester.
- Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands, and organizing office resources.
- Assist with additional duties as they arise

Position Number: 900714 Position Title: Admissions College Fair Coordinator

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Julie Gramling

Description: IMMEDIATE OPENING! To coordinate and manage the college fair process for the Admissions Office . The student in this position will communicate with alums worldwide and match them with college fairs in their area. (Approximately 750-800 invitations per year). Training will take place now for the January 2019 replacement. Student returns two weeks before classes begin in the fall to resume responsibility.

Must be able to work independently. Work 3 days a week with flexible hours—anywhere from 6 – 12 hours per week with heaviest loads in August, September, January and February.

Necessary requirements:

Excellent interpersonal skills, writing skills, communication skills both orally and written, demonstrated ability to work with excel and databases.

Please submit cover sheet, resume, and one letter of recommendation with this application.

Position Number: 900199 Position Title: Access Intern

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Santana Audet

Description: Essential Functions:

- Coordination of the Student Ambassador program in Slate, in collaboration with the student ambassador coordinators and the admissions counselor liaison.

- Market, recruit, review applications, and train Student Ambassadors. Develop best practices.

- o Includes oversight of recruitment and training process and records management of visits and follow up thank you notes

- Assisting in the planning and implementation of Discover Middlebury as well as other overnight visits for special interest groups (i.e. College Match, Prep for Prep).

- o Recruiting student hosts and panelists, assisting in programming, packing folders, assigning key cards, sending mailings, greeting and socializing with prospective students when they are on campus.

- o Send personal thank you notes to attendees after they depart.

- Reaching out to prospective students via text, email, and/or phone to answer questions that are admissions related or about life at Middlebury in the fall, winter, and spring.
- Assist in maintaining records
- Assist with phone-a-thon in the Spring
- Assist with the #RealTalk Student Panel during Preview Days
- Collaborate and communicate with the AFC and their fellows

General Responsibilities:

- Coordination of the Student Ambassador program in Slate, in collaboration with the student ambassador coordinators and the admissions counselor liaison.
- Market, recruit, review applications, and train Student Ambassadors. Develop best practices.
 - o Includes oversight of recruitment and training process and records management of visits and follow up thank you notes
- Assisting in the planning and implementation of Discover Middlebury as well as other overnight visits for special interest groups (i.e. College Match, Prep for Prep).
 - o Recruiting student hosts and panelists, assisting in programming, packing folders, assigning key cards, sending mailings, greeting and socializing with prospective students when they are on campus.
 - o Send personal thank you notes to attendees after they depart.
- Reaching out to prospective students via text, email, and/or phone to answer questions that are admissions related or about life at Middlebury in the fall, winter, and spring.
- Assist in maintaining records
- Assist with phone-a-thon in the Spring
- Assist with the #RealTalk Student Panel during Preview Days
- Collaborate and communicate with the AFC and their fellows

Knowledge, Skills and Abilities:

Strong public speaking skills along with strong writing and communications skills. Comfort learning new technologies. Passion for diversity, access, and inclusion in higher education. Willingness to collaborate across populations (staff, faculty, students, prospective students), and a creative mindset.

Experience: Experience working in an educational access environment a plus.

Position Number: 900012 Position Title: Admissions Assistant

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Primary purpose of the Admissions Assistant is to represent Middlebury College to visiting students and families by assisting with answering phones, emails and welcoming all visitors to the office. Also serving as a liaison between Admissions and prospective students and families answering questions about Middlebury College and the application process and requirements.

- Greet visitors and provide necessary information as needed.
- Must handle confidential materials with discretion.
- Assist in maintaining Admissions webpages.
- Assist staff with various projects including mailings.
- Organize and replenish brochures and supplies for visitors.
- Assist in data entry of prospective student information.
- Answer phones, emails and talk to all visitors to the Admissions Office.
- Give tours at the last minute if we are low in guide numbers
- Work well independently and show initiative to complete necessary work
- Collaborate with fellow Student Assistants
- Must be prompt and reliable in communications
- Share opening and closing responsibilities along with assisting with visitor registration and check in.
- Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands and organizing office resources.
- Assist staff as needed for special project.
- Assist with additional duties as they arise.

Knowledge/Skills Desired:

- Work well independently and show initiative to complete necessary work
- Collaborate with fellow Student Assistants
- Must be prompt and reliable in communications

Position Number: 900669 Position Title: Admissions Summer Intern

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Primary purpose of the Admissions Summer Intern is to represent Middlebury College to visiting students and families by conducting daily tours of the campus, assisting with answering phones, emails and welcoming all visitors to the office. Also serving as a liaison between Admissions and prospective students and families answering questions about Middlebury College and the application process and requirements.

- Main responsibility will be to conduct at least two tours of campus a day to prospective students and families.
- Must handle confidential materials with discretion.
- Maintain Summer Intern blog and webpage.
- Assist staff with various projects throughout the summer.
- Answer phones, emails and talk to all visitors to the Admissions Office.
- Work well independently and show initiative to complete necessary work
- Collaborate with fellow Student Assistants
- Must be prompt and reliable in communications
- Share opening and closing responsibilities along with assisting with visitor registration and check in.
- Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands and organizing office resources.
- Will work at least 30 hours a week.
- Assist with additional duties as they arise

Position Number: 900218 Position Title: Admissions Tour Guide Coordinator

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Primary purpose of the Admissions Tour Guide Coordinator is to represent Middlebury College to visiting students and families by creating the tour guide schedules, maintaining the tour guide data base, assist in training of new tour guides, communicating with tour guides and potential tour guides. This position requires serving as a liaison between Admissions and prospective students and families answering questions about Middlebury College and the application process and requirements. In addition, the intern will perform the duties of an Admissions Student Assistant.

- Must handle confidential materials with discretion.
- Maintain the Tour Guide nametag board and website
- Create weekly tour guide schedule
- Evaluate new tour guide applications and be present for group interviews
- Help organize and run new guide training in the fall and spring
- Respond to emails from tour guides
- Communicate with fellow TGCs, ASAs, and Admissions staff
- Give tours at the last minute if we are low in guide numbers
- Answer phone calls, emails, and welcome visitors to Middlebury College
- Share opening and closing responsibilities along with assistant with visitor registration and check-in.
- Conduct yourself in a professional manner when in the office or serving in the capacity as TGC on campus
- Work well independently and show initiative to complete necessary work
- Collaborate with fellow TGCs
- Demonstrate organizational and planning skills
- Must be prompt and reliable in email communications
- Must be able to stay for a week following the culmination of Spring exams or arrive a week prior to the start of the Fall semester.
- Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands, and organizing resources.
- Assist with additional duties as they arise

Position Number: 900774 Position Title: Admissions Winter Assistant

EDORDA: 314-5202-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Mackey Gaines

Description: Serve as office assistant to process applications and data.

Answer phones and e-mail questions to advise students of procedures and requirements for admission.

Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands and organizing office resources.

Answers questions and explains admissions procedures.

Use scanner and ensure accuracy of documents. Identify applicant or inquirant and attach to various documents in Nolij database. Answers phone and office e-mails. Provides administrative support to operations team.

Knowledge

Must handle confidential materials with discretion. Must be able to show for all scheduled shifts. Must be able to coordinate housing with Dean by deadline. Must be reliable, accurate and take direction well and work with minimal supervision. Good phone skills and be able to write effective e-mail responses. Must have good computer skills.

Position Number: 900641 Position Title: CA APP Project Assistant

EDORDA: #N/A

Position Type: #N/A

Department: College Advancement

Supervisor: Laura Napolitano

Description: Offer is contingent upon successful completion of a criminal background check.

Specific Responsibilities:

Assist the Alumni and Parent Program Support Manager in managing a variety of projects including inaugurations, sympathy correspondence, and pre and post event preparation such as coding and record keeping.

Organize and maintain office archives.

Organize project materials and update procedures so other student staff can efficiently complete tasks.

Communicate procedures to other student staff.

Execute mail merges and other complex tasks using Excel and Word.

Knowledge:

Proficient with MS Office applications, especially Word and Excel, as well as Adobe Photoshop

Other:

Prior experience operating a digital scanner

Creative and resourceful

Solid communication and leadership skills

Attentive to detail and organized

Able to work independently

Willingness to work on multiple projects simultaneously

Some lifting required

A professional and mature demeanor is desired as the Project Assistant will work with a broad range of constituents including parents, alumni, College officials, other

student office assistants and confidential files.

Broad based knowledge of campus and its departments in order to answer and direct inquiries.

Position Number: 900178

Position Title: America Reads Tutors

EDORDA: 311-2109-50200-10-000000-12833

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900261

Position Title: HARC Assistant

EDORDA: 311-2122-50200-10-000000-00000

Position Type: None

Department: History of Art & Architecture

Supervisor: Michaela Davico

Description: Responsibilities:

Assist the History of Art & Architecture Department with departmental web page updates, special event support, senior thesis archiving project, and additional tasks as needed.

Knowledge Desired:

Some training- or a willingness to train- in Drupal; In-Design or Photoshop experience, especially in creating posters and banners to be printed on the plotter; knowledge of excel and a general ability to work independently on multiple projects simultaneously.

Position Number: 900580

Position Title: ARBC Language Tables Assistant

EDORDA: 311-2143-50200-10-000000-00000

Position Type: None

Department: Arabic

Supervisor: Nicole Patterson

Description: The student would need to be a native speaker or near-native speaker of Arabic, and would be responsible for preparing for, leading and facilitating spoken Arabic at language table on their assigned days.

Position Number: 900768

Position Title: ART Architectural Studies Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Studio Art

Supervisor: Megan Curran

Description: Assist with support of architectural studies program. Tasks includes monitoring studios, helping organize and maintain tools and supplies in two studios, publicizing events, installing exhibitions, updating departmental information on web.

Experience

Experience desired but not mandatory in installation of exhibitions

Knowledge

Interest and some knowledge in architectural studies; sense of graphic design and familiarity with plotter printing and graphic design programs.

Other

Some experience or strong desire to be trained in light power tools use (scroll saw, belt sanders, jigsaws)

Position Number: 900466

Position Title: Armstrong Library Circulation Assistant - skilled (NOW 900576)

EDORDA: 311-2802-50200-10-205903-00000

Position Type: None

Department:

Supervisor: Todd Sturtevant

Description:

Provide excellent customer service, assist borrowers with all aspects of library circulation; insure accurate and efficient circulation of LIS resources

Front line support will be provided at all Circulation service points during 24/7 exam periods, weekends, late nights, and other times during open hours to insure high level of service; assist with opening and closing routines; required to work during exam periods

Provide support to Circulation, Reserves, E-Reserves, Stacks, Interlibrary Loan Services at all branches

Teamwork to insure excellence in library borrower, circulation, information and customer services to the user community of Library and Information Services, providing attentive, timely and excellent service, following established practices and procedures

Borrower, circulation, information and customer service will be attentive, accurate, consistent, professional, and confidential

Basic functional knowledge of multiple modules of the Integrated Library System will be utilized to provide accurate and efficient circulation services

Regular, consistent, courteous and proactive communication; initiative to stay informed regarding policy and procedure; facilitate and communicate schedule availability; active participation in training meetings training

Respect and adhere to policy and law regarding confidentiality of borrower records and transactions; maintain security of LIS collections

Meet users' needs while maintaining library policies and procedures, insuring consistent, excellent standard of service

Other related circulation, clerical and library duties to support LIS and Circulation Services including, but not limited to: collecting payments and recording transactions; retrieving and searching for library materials; scanning or photocopying; recording statistics; mailing; minor repairs of library materials; filing; loaner equipment maintenance and troubleshooting; media materials maintenance; shelf maintenance; copy/print equipment troubleshooting; data entry projects; periodicals processing

Supervision and training of other student assistants and circulation desks as needed and in the absence of supervisor

Participation in ongoing training, especially in the areas of policy and procedures, supervisory responsibilities, and circulation and borrower services

Exemplifies excellence in providing circulation services; modeling appropriate behavior and correct policy and procedure to other student assistants at all times

Work cooperatively with others and accept direction from supervisors

Other responsibilities as required to assist the department in obtaining and maintaining its mission

Key Relationships:

With other members of the Operations & Circulation Services teams

With staff responsible for providing services

Key Principles:

Library and Information Services is part of an educational community and shares in the responsibility for supporting teaching and learning as part of the College mission. We are committed to the following.

Proactive, responsive, respectful customer service

development

Opportunities and expectations for ongoing employee education and

Collaboration within the organization, across the college, and beyond

Effective and open communication

Understanding the work of our customers

Education/training:

Ability to speak more than one language preferred

Experience:

Experience in customer and/or library information services preferred

Basic knowledge of library systems, library and information services,
customer services, desktop applications preferred

Technology, library and information literacy preferred

Interpersonal and communication skills, ability to communicate in a customer service-oriented manner essential

Ability to work successfully in a team-oriented environment, responding rapidly and gracefully to changing demands

30 hours a week, June 15 to August 14th including nights and both weekend days. There is the possibility of extending the dates before language school. Contact supervisor for clarification of dates. Applicants will assume responsibility for library operations in absence of supervisors. Please attach resume and apply promptly.

Position Number: 900257

Position Title: Art Museum College Collection Intern

EDORDA: #N/A

Position Type: #N/A

Department: Museum of Art

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

The College Collection intern is responsible for continuing the inventory of art work on the college campus. This is a self-directed internship requiring contact with numerous college departments, maintenance of a collection database, photography skills, and careful record keeping. Time is split between working in various locations on campus and working in the museum.

ExperiencePreference is given to History of Art and Architecture or Studio Art majors with a serious interest in future study or work in the museum field. Previous museum experience is a plus. Participation in the Museum Assistants Program (MAP) is helpful.

Knowledge

Ability to work independently on a large project is essential

Strong organizational and time management skills a must

Computer literacy: FileMaker Pro, Excel, Photoshop helpful

Experience using a digital camera

Basic knowledge of art terms and media

Strong interpersonal skills needed

This position is 40 hours per week, from the first week of June to Language Commencement. To Apply Please complete the Summer Internship Application on the Art Museum Web site at <http://www.middlebury.edu/arts/museum/students/internships.htm> and send it with a letter of interest, writing sample, and a current resume to: Douglas Perkins Middlebury College Museum of Art Mahaney Center for the Arts Your letter should include your qualifications and experience, and an explanation of why you wish to be considered for the internship. Qualified candidates will be interviewed by Museum staff members.

Position Number: 900307

Position Title: Art Museum Education Program TA

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

Position Number: 900154

Position Title: Art Museum Intern - Academic Year

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

Responsibilities:

The Museum Intern fulfills many functions, most often performing research on art in the collection or under consideration for acquisition, organizing data and records, and gathering information on upcoming exhibitions. The intern may also assist in writing label copy and producing and maintaining correspondence with artists, dealers, and collectors. This year, the Museum Intern will have a particular focus on assembling catalogue entries for multiple objects in the collection, working with a HARC faculty mentor to edit and refine the entries, and working with the Museum's Operations Director to build a website dedicated to their contextualization.

Experience Desired:

Excellent writing skills and familiarity with digital content creation are essential. An interest in the museum field and coursework in art/history/culture are desirable but are not required. Serious applicants from any academic background are encouraged to apply and will be thoroughly considered.

Knowledge Desired:

- Ability to work independently as well as collaboratively.
- Organizational skills and careful attention to detail.

Position Number: 900017

Position Title: Art Museum Education Intern – Baer

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Jason Vrooman

Description: This position is 3-6 hours per week when classes are in session during the academic year. It will be entirely virtual in the Fall 2020 semester with the possibility of being in-person in the Spring. Primary Purpose Assist the Director of Engagement with all aspects of the Education program (which serves local school groups, Middlebury College students and faculty, and the general public). Develop and produce digital educational resources to make the Museum's holdings accessible to in-person and online visitors. Responsibilities The Arthur and Helen Baer Museum Education Intern assists the Director of Engagement with a variety of tasks related to the Education program. Development and production of digital learning materials in one or more of the following key areas will be of primary importance: activities and lesson plans for K-12 classes; themed tours of the permanent collection for adults; and resources to make visiting the museum more physically accessible. Potential additional projects may include (but are not limited to): researching and writing interpretive labels about objects featured in the upcoming reinstallation of the museum's permanent collection; assisting with the

training curriculum for the Museum Ambassadors Program (MAP); liaising with Middlebury College faculty interested in teaching in the Museum; researching acquisitions relevant to the academic curriculum; and developing, advertising, and executing public programs. Experience Although anyone with serious interest in art, education, and/or museum work is encouraged to apply, special consideration may be given to students with coursework in the History of Art and Architecture, Studio Art, Education Studies, and/or Disability Studies. Familiarity with digital content creation, a background in building community, and/or experience with access programs highly desirable. Skills & Knowledge Strong organization skills and attention to detail Ability to work independently as well as collaboratively Excellent writing, editing, and proofreading skills Comfort interacting with the public (in-person and virtually) Strong interpersonal skills Commitment to building diverse and inclusive learning environments (demonstrated experience desirable) Experience working with children and/or senior citizens a plus Experience with accessibility initiatives an asset Comfort creating digital content (audio, video, captioning, basic web design, 3D-scanning/printing, etc.) an asset

Position Number: 900110

Position Title: Art Museum Curatorial Intern – Reiff

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Jason Vrooman

Description: Robert F. Reiff Curatorial Intern This position is 3-6 hours per week when classes are in session during the academic year. It will be mostly (or entirely) virtual in the Fall 2020 semester with the possibility of being in-person in the Spring. Primary Purpose Work with the Associate Curator of Ancient Art (Professor Pieter Broucke) to produce a digital publication on “Ancient Near Eastern, Egyptian, Aegean, Greek, and Roman Pottery at the Middlebury College Museum of Art.” The Reiff Intern will also be expected to prepare and deliver a public presentation on this process. Responsibilities In addition to the creating a digital publication of ancient Mediterranean pottery and sharing this process in a public talk, the Reiff Intern may be called upon to assist in various other curatorial tasks, potentially including generating content for the museum’s blog or social media channels and researching and producing a thematic digital tour guiding visitors through one aspect of our permanent collection reinstallation. Experience Excellent writing skills and familiarity with digital content creation are essential. An interest in the museum field and coursework in art/history/culture are desirable but are not required. Serious applicants from any academic background are encouraged to apply and will be thoroughly considered. Skills & Knowledge Ability to work independently as well as collaboratively Demonstrated research, writing, editing, and proofreading skills General computer literacy; strong preference for experience in web design (WordPress, Drupal, etc.) and Photoshop Organizational skills and careful attention to detail

Position Number: 900109

Position Title: Art Museum Intern - Summer

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

The Museum Summer Intern will perform research on artists in the collection or under consideration for acquisition, organize data and records, and gather information on possible exhibitions. The intern will also assist in producing museum correspondence, updating press contacts, maintaining office files, and assisting the staff with the daily function of the office.

Experience Preference is given to History of Art and Architecture or Studio Art majors and participants in the Museum Assistants Program (MAP) with a serious interest in future study or work in the museum field.

Knowledge Excellent writing, editing, and proofreading skills Computer literacy: Microsoft Word a minimum; FileMaker Pro, Excel, and Photoshop helpful Digital photography and scanning experience helpful Proficiency in a foreign language helpful Careful attention to detail is paramount This position is 40 hours per week, from the first week of June to Language Commencement. To Apply Please complete the Summer Internship Application on the Art Museum Web site at <http://www.middlebury.edu/arts/museum/students/internships.htm> and send it with a letter of interest, writing sample, and a current resume to: Douglas Perkins Middlebury College Museum of Art Mahaney Center for the Arts Your letter should include your qualifications and experience, and an explanation of why you wish to be considered for the internship. Qualified candidates will be interviewed by Museum staff members.

Position Number: 900111

Position Title: Art Museum Receptionist

EDORDA: 311-2802-50200-10-209443-00000

Position Type: None

Department: Museum of Art

Supervisor: Marcia Lane

Description: Offer is contingent upon successful completion of a criminal background check, completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Hours: Up to 39.50 hours per week. Position hours: Tuesday through Friday, 9:45am – 5:00pm, Sat. and Sun. 11:45 - 5

Students enrolled in the Summer Language School program would not be eligible for this position.

Duties include greeting the general public, Middlebury College staff, faculty, and students. Good clear communication skills and a pleasant attitude are a must, as you will be greeting people from diverse backgrounds. Must have general knowledge about the museum and the college (will train). Experience with cash registers and credit card machines are helpful. Must be dependable!

You will be the public's first contact with the Museum. Positive, first impressions are crucial

Must be friendly, have a pleasant attitude, be outgoing, and self assertive

Able to speak comfortably with groups and individual from diverse backgrounds

Welcome and inform visitors about exhibitions and be able to give information about current exhibitions. (Will train)

Sells Museum products

Runs cash register, credit card machine

Executes daily cash reports, cashes out the register, keeps accounts of sales, records number of daily visitors, conducts surveys when appropriate.

Answers the main museum phone and takes accurate messages

Does occasional museum projects when asked by staff

Distributes museum brochures and posters on and off campus

Qualifications

Experience in a museum setting a plus, especially participation in the Museum Assistants Program (a volunteer tour guide program at this Museum).

PC (word and Excel) and MAC experience

Able to speak comfortably with people from diverse backgrounds. Must be friendly and outgoing.

Strong candidates will be contacted for an interview.

Position Number: 900702

Position Title: Art Museum Research Assistant

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

The Museum Research Assistant will work with the Director to perform research for his forthcoming book, *The American Face: Portraiture and Identity in American Culture*. The book is an analysis of the cultural and social history of portraits—from formal paintings and sculptures to snapshots and Facebook—over the past two hundred years. This position is 8-10 hours per week for the duration of the academic year 2009-2010.

Responsibilities will include conducting online research on artists, organizations, and particular topics; locating and ordering books and articles; making photocopies; ordering images; and other activities as they arise.

Experience

Preference is given to History of Art and Architecture or Studio Art majors and minors and participants in the Museum Assistants Program (MAP), or other students with an interest in American studies, visual culture, and identity issues.

Knowledge

Excellent writing, editing, and proofreading skills
Computer literacy: Microsoft Office suite, basic internet skills, and some Photoshop
Digital photography and scanning experience helpful
Proficiency in a foreign language helpful
Careful attention to detail is paramount

Position Number: 900701

Position Title: Art Museum Web/Graphic Intern

EDORDA: 314-1402-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Doug Perkins

Description: Offer is contingent upon successful completion of a criminal background check.

The Graphic and Web Intern will work with the Administrative Operations Manager on maintenance of the museum website and on the design and production of museum exhibit and event posters.

The Graphic and Web Intern will be responsible for maintaining and updating information on the museum's web pages as well as pages for the Committee on Art in Public Places. This will include scanning, sizing, and optimizing images, editing text, archiving old pages and events, and occasionally creating new pages. In addition, this intern will be tasked with adapting designs and layouts for various posters and flyers to advertise the museum's events and exhibitions.

Experience Preference is given to students who have prior experience with web editing and can offer a portfolio of previous successes with graphic solutions.

Knowledge

Excellent writing, editing, and proofreading skills
Computer literacy: Microsoft Office suite, FileMaker Pro, Photoshop, Illustrator, and InDesign
Experience editing websites, optimizing images for the web, and/or managing online content
Digital photography and scanning experience
Knowledge of graphic design concepts and typographic principles
Careful attention to detail is paramount

Position Number: 900350

Position Title: Athletics Communications Statistician

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Brad Nadeau

Description: Assistance in maintaining athletics' website

Preparing game programs, including gathering rosters, statistics and any other information pertinent to that particular contest

Copying programs as well as other materials

Faxing materials upon request

Answering phone with skills required to find answers or take competent messages

Scanning photos and other documents

Errands on campus or around the building

Student must be able to write quality, professional summaries of athletic events

Research skills for updating the athletic archives

The Athletic Communications student assistants will work directly for the Director of Athletic Communications. The students will be required to attend home athletic contests and keep statistics and other various information regarding the games. They will also be working with media members who are in attendance, supplying them with any information that they request and helping to coordinate post-game interviews.

The students will also be required to help compile game stories following the contests, as well as telephone and fax summaries to the media. Some students will also be asked to work in the office, handling media requests and researching the archives.

Position Number: 900675

Position Title: Athletics 350.Org Intern

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Andrew Gardner

Description: Student will be responsible for continuing media and marketing work for the 350athletes project (<http://350.org/en/350-athletes>), combining elite and professional athletes with global warming activism. The student will be responsible for the following: Act as a liason between 350 project and a variety of agents, photographers, media outlets, and athletes. Interact with the 350 organizing group in its four offices to provide cohesion between 350athletes project and greater 350 project. Create timelines and project deadlines for 350 projects. Student must possess the following: Excellent writing and communication skills. Basic Graphic design skills (Adobe Photoshop, Illustrator) An understanding of world sport culture. A commitment to global climate change activism

Position Number: 900556

Position Title: Climbing Wall Coordinator

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description: The Climbing Wall Head Monitor schedules, supervises and evaluates the Climbing Wall Monitors, and performs the duties of a Climbing Wall Monitor.

- Trained in climbing wall procedures.
- Organize student monitor work schedules in Fall, J-term, and Spring terms.
- Organize P.E. classes and annual Middlebury College Climbing Competition.
- Ensure equipment is up-to-date and in optimal condition.
- Equipment distribution and collection.
- Some cleaning and use of cleaning supplies.
- Clear communication with patrons.

Requirements

All candidates must be experienced climbers who have passed a safety test. All candidates must have held the position of Climbing Wall Monitor for at least 25 hours during the previous year.

Position Number: 900171

Position Title: Climbing Wall Monitor

EDORDA: 314-1402-50200-10-000000-00000

Position Type: Pooled

Department: Dean of Students

Supervisor: Doug Connelly

Description:

Trained in climbing wall procedures.

Equipment distribution and collection.

Some cleaning and use of cleaning supplies.

Clear communication with patrons.

Requirements

All candidates must be experienced climbers who have passed a safety test.

Position Number: 900355

Position Title: Athletics Communications Photographer

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor:

Description: The Athletic Communications photographer will be assigned to photograph athletic events such as team photos, action photos and other special athletic events. The photographer must be a professional whose skills will be viewed in various athletic publications, brochures and the website. The schedule varies, with weekends, nights and last minute requests quite common.

Position Number: 900077

Position Title: Peterson Family Athletics Complex and Fitness Center Monitor

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Franklin Dean-Farrar/Abby Copeland

Description: • Oversee the fitness center or Peterson Family Athletics Complex during shift. • Light cleaning of the space is required including wiping down aerobic machines, emptying trash bins, and organizing the space. • Some heavy lifting is required including re-racking weights that may be on the floor • Must be punctual, dependable, self-motivated, outgoing, and enjoy helping others. • Responsible for complex security and supervision. • Able to use clear communication. • Basic phone skills. • Perform office tasks as assigned i.e. stuffing envelopes or data entry.

Position Number: 900076

Position Title: Athletics Field House Head Monitor

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Franklin Dean-Farrar

Description: The Field House Head Monitor will work as a team member of no more than seven monitors to ensure proper building use by all Middlebury College community members.

- Must be punctual, dependable, self-motivated, outgoing, and enjoy helping others.
- Responsible for Athletic complex building security and supervision.
- The training of Field House Monitors in proper operations in athletics.
- Able to use clear communication.
- Basic phone skills.
- Perform office tasks as assigned i.e. stuffing envelopes or data entry.

Requirements:

All candidates must have held the title of Field House Monitor for at least 25 hours during the previous year.

Position Number: 900081

Position Title: Athletics Fitness Center Head Monitor

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Abigail Copeland

Description: The Fitness Center Head Monitor schedules, supervises and evaluates the Fitness Center Monitors and performs the duties of a Fitness Center Monitor.

- Oversee the fitness center during shift.
- Organize student monitor work schedules in Fall, J-term, and Spring terms.
- Light cleaning of the space is required including wiping down aerobic machines, emptying trash bins, and organizing the space.
- Some heavy lifting is required including re-racking weights that may be on the floor
- Clear communication with patrons and supervisor
- Must be punctual.

Requirements:

All candidates must have held the title of Fitness Center Monitor for at least 25 hours during the previous year.

Position Number: 900083

Position Title: Athletics Fitness Center Monitor

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Abigail Copeland

Description: • Oversee the fitness center during shift.

- Light cleaning of the space is required including wiping down aerobic machines, emptying trash bins, and organizing the space.
- Some heavy lifting is required including re-racking weights that may be on the floor
- Clear communication with patrons and supervisor
- Must be punctual.

Position Number: 900759

Position Title: Athletics Soccer Game Filmer

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: David J.F. Seward

Description: Responsibilities: Film home, Men's soccer matches

Experience: Appreciation of the game of soccer would be helpful but not necessary

Knowledge/Skills : Same as above - knowledge of soccer would be useful

Position Number: 900270

Position Title: Athletics Head Lifeguard

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Robert Rueppel

Description: Life Guard:

1. Acting and appearing in a professional manner.
2. Recognize specific characteristic behaviors of distressed swimmers and active and passive drowning victims.
3. Recognize an aquatic emergency and act promptly and appropriately.
4. Perform equipment-based rescue skills and techniques used by professional lifeguards.
5. Recognize and care for a possible spinal injury.
6. Provide first aid and CPR.

Requires Red Cross Certification.

In addition to the regular responsibilities of being a Life Guard, the Head Life Guard also has administrative responsibilities that include assisting the Aquatics Director and organizing Life Guard Orientation and Training Sessions for other Life Guard, Scheduling, and Communications (ie phone messages and e-mails regarding important information).

Position Number: 900220

Position Title: Athletics Intramural Commissioner

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Mark Lewis

Description: Responsibilities:

Organize schedule for teams/individuals for league play.

Communicate to team captains about all updates and scheduled games (times, location, date, rain-outs or rescheduled matches).

Be in attendance for all games. Run clock where applicable.

Organize scheduled games for the day.

Settle all disputed occurrences during activity.

Get equipment to site for games.

Coordinate playoffs and championships.

Report to director all activity results (Championship t-shirts to champions).

Provide director with teams and numbers of men and women breakdown for the activity.

Communicate with director throughout the season of the activity on any needs.

Position Number: 900221

Position Title: Athletics Intramural Official

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Mark Lewis

Description: The Intramural Official should have a working knowledge of the game for which he/she officiates.

They should be prepared to deal with challenging situations in competitive moments. They need to be firm and decisive in pressure situations. They need to report scores to the commissioners. They need to be punctual.

Position Number: 900103

Position Title: Athletics Lifeguard

EDORDA: 314-3201-50200-10-620058-00000

Position Type: None

Department: Athletics

Supervisor: Robert Rueppel

Description: Life Guard:

1. Acting and appearing in a professional manner.
2. Recognize specific characteristic behaviors of distressed swimmers and active and passive drowning victims.
3. Recognize an aquatic emergency and act promptly and appropriately.
4. Perform equipment-based rescue skills and techniques used by professional lifeguards.
5. Recognize and care for a possible spinal injury.
6. Provide first aid and CPR.

Requires Red Cross Certification.

Position Number: 900661

Position Title: MAC Swim Coach

EDORDA: #N/A

Position Type: #N/A

Department: Athletics

Supervisor: Robert Rueppel

Description: Offer is contingent upon successful completion of a criminal background check.

Design and implement competitive swimming workouts for local swimmers on Middlebury Aquatics Club (MAC) 5-18 years of age. In addition to coaching the swimmers, the Swim Coach needs to supervise the athletes and insure their safety at all times while they are in the college's athletic complex. College and MAC policies must be upheld as well as all USA Swimming procedures. Candidate must possess current USA Swimming Coaches Certification.

Position Number: 900302

Position Title: Athletics Office Assistant

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Suzanne Cota

Description:

Position Number: 900306

Position Title: Athletics Men's Skate Sharpener

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Neil Sinclair

Description: Responsibilities:

Individuals are responsible for creating a schedule for sharpening men's varsity and women's varsity skates on a regular basis. Students will need to check with team members and skate room every day to see if anyone needs skate sharpened. They are responsible for working with equipment room to maintain sharpeners and follow instructions given by equipment room. They are responsible for making sure all team members mark skates, so appropriate stone can be used to maintain skates.

Individuals will also be responsible for using portable skate sharpener on the road, checking at the conclusion of games on Friday/Saturday to see who needs skates adjusted for game #2. Position starts around Sept. 15 and concludes around the end of March.

Experience:

Training by the equipment room is required. Must be able to follow guidelines established by the equipment room.

Position Number: 900397

Position Title: Athletics Women's Skate Sharpener

EDORDA: 311-2004-50200-10-621066-00000

Position Type: None

Department: Athletics

Supervisor: Neil Sinclair

Description: Responsibilities:

Individuals are responsible for creating a schedule for sharpening men's varsity and women's varsity skates on a regular basis. Students will need to check with team members and skate room every day to see if anyone needs skate sharpened. They are responsible for working with equipment room to maintain sharpeners and follow instructions given by equipment room. They are responsible for making sure all team members mark skates, so appropriate stone can be used to maintain skates.

Individuals will also be responsible for using portable skate sharpener on the road, checking at the conclusion of games on Friday/Saturday to see who needs skates adjusted for game #2. Position starts around Sept. 15 and concludes around the end of March.

Experience:

Training by the equipment room is required. Must be able to follow guidelines established by the equipment room.

Position Number: 900762

Position Title: Athletics Swim Lessons Instructor

EDORDA: 311-6102-50200-10-000000-13599

Position Type: None

Department: Athletics

Supervisor: Norma Leduc

Description: Offer is contingent upon successful completion of a criminal background check.

Give swim lessons to faculty and staff and their children (not under 3 years of age). Teaching them how to be comfortable in the water as well as showing them proper swimming strokes.

Education and Training

Having WSI, having taught swim lessons at other pools or camps, or a swimming background.

Position Number: 900757

Position Title: Atwater Child Care Provider

EDORDA: 311-6102-50200-10-000000-00000

Position Type: None

Department: Commons Office - Atwater

Supervisor: Debbie Cousino

Description: -Provide child care to staff and faculty affiliates' children at monthly Commons dinners.

-3-5 students needed to be in charge of the 'kids tables'

- Engage the kids in some fun as well as to help them to eat their dinner.

Other

Must be willing to effectively occupy a group of children and monitor their behavior.

Position Number: 900770

Position Title: Atwater Peer Writing Tutor

EDORDA: 311-2110-50200-10-201933-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Atwater Peer Writing Tutors are outstanding student writers, typically nominated for their position by faculty members. These tutors are trained by the Writing Program to work with their peers on papers assigned across the disciplines. Training takes place over a series of six required sessions at the CTLR. Peer Writing Tutors are trained to provide "authorized aid" on papers.

Atwater Writing Tutors will offer drop-in tutoring hours for their peers at Atwater Commons several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations.

While the Writing Program will pay for the tutors' training hours, Atwater Commons will pay for the hours that tutors put into working their shifts at Atwater.

Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at Atwater Commons by filling out their log sheets and submitting them at the CTLR.

Position Number: 900472

Position Title: BIOL Digital Media Assistant

EDORDA: 311-2110-50200-10-620169-00000

Position Type: None

Department: Biology

Supervisor: Steve Trombulak

Description: Working under the direction of the Educational Tech Specialist, this position will involve scanning a collection of 35 mm slides for conversion into digital format.

Position Number: 900026

Position Title: BIOL Clerical Assistant - Watters

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Chris Watters

Description: Unpack and pack boxes of text books, for shipment to African universities. Excel and record-keeping skills essential; also responsible attention to detail. Approximately 3 hrs a week, but number of hours may vary each week dependent upon size of shipments. Work to be completed in 349 McCardell Bicentennial Hall and during Stock Room business hours (8 a.m. - 4 p.m.).

Position Number: 900499

Position Title: BIOL 0140 Grader

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Sallie Sheldon

Description:

Position Number: 900203

Position Title: BIOL 0145 Grader

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Glen Ernstrom

Description:

Position Number: 900561

Position Title: BIOL Graphics Development Assistant

EDORDA: 311-2902-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Chris Watters

Description: The successful student candidate will work with the Education Technologies Specialist and Heinz Given Professor of Premedical Sciences in creating scientific animations and graphics of high quality for instruction in cellular and molecular biology.

The work will focus on creating 3D animations with LightWave 3D and Macromedia Director, and will involve the application of creative, artistic modeling techniques to scientific processes. 2D animations and still graphics using Flash may also be requested. Other work may involve incorporating finished work into Web pages.

Qualifications

The following qualifications are desired. However, not all are required.

Ability to learn complex software (3D animation) quickly
Computer graphics experience (Photoshop, 2D and 3D animation, Web graphics, Flash, QuickTime)
Programming experience
Media editing
Web design, using DreamWeaver or FrontPage
Science background, especially BiolO250 and/or Chem0322.
Artistic background

Position Number: 900544

Position Title: BIOL Digital Media Researcher

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Chris Watters

Description: Works independently, with minimal direction from supervisor as required.

Works under the direction of Chris Watters to survey internet websites and print media for relevant instructional materials in cellular biology and nutrition, especially videos from the research literature. Will include mutually convenient, periodic meetings with supervisor.

Performs other library and graphics duties as assigned.

Education and Training BI250 and preferably, Chemistry instruction through CH241. OR Biol0145 and either Biol0305, 314, or 331. Chem0322 a plus.

Position Number: 900028

Position Title: STSS Biology Lab Assistant - Allen

EDORDA: #N/A

Position Type: #N/A

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description: The laboratory assistant will be responsible for washing and sterilizing laboratory glassware, processing biohazardous materials, preparing research supplies, solutions, and basic bacteriological media, and assisting students in maintaining a clean and organized laboratory environment.

Qualifications

Qualified applicants must be well-organized and able to work with others and independently. A willingness to learn is essential, and an interest in the biological sciences is preferred.
8-10 hrs/wk (average)

Position Number: 900022

Position Title: BIOL Lab Museum Preparator

EDORDA: 311-2110-50200-10-000000-10029

Position Type: None

Department: Biology

Supervisor: Steve Trombulak

Description:

Position Number: 900025

Position Title: BIOL 0140 Lab Prep Assistant

EDORDA: 311-2110-50200-10-000000-10030

Position Type: None

Department: Biology

Supervisor: Alison Nurok

Description: Works cooperatively with others and accepts direction from supervisors. The successful applicant will help organize and maintain simple field equipment, transfer data from collection sheets to Excel files and upload them to servers/web sites, photo annotation and editing, set up equipment for laboratory experiments. Flexibility is possible in the hours providing work is completed for the start of lab; many of the hours maybe self-scheduled for evenings and weekends. There will be an average of 5 hours per week.

Education and Training

Successful completion of BIOL0140 or BIOL0190 and BIOL0195. Knowledge of Excel and ability to lift up to 25 pounds is required. Photoshop experience is preferred but not required.

Position Number: 900565

Position Title: Biology Lab Prep Assistant 145

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Susan DeSimone

Description: The laboratory prep assistant will be responsible for; preparing research supplies, solutions and other complex media for laboratory exercises; assisting in maintaining organized laboratory work stations; transfer of data from collection sheets to Excel files and uploading them to servers/web sites, cleaning up after lab and washing glassware. Education and Training Applicants must be well-organized and responsible and able to work with others as well as independently. A willingness to learn is essential, with an enthusiasm for the subject. Experience Successful completion of BIOL0145 or BIOL0195 or BIOL0250. Flexibility is possible in the hours providing work is completed for the start of the Monday lab; many of the hours maybe self-scheduled for evenings and weekends. There will be an average of 5 hours per week.

Position Number: 900728

Position Title: BIOL Lab Technician

EDORDA: 311-2110-50200-10-000000-13026

Position Type: None

Department: Biology

Supervisor: Catherine Combelles

Description: The lab assistant will be responsible for completing various duties related to the routine maintenance and smooth-functioning of a laboratory that investigates cellular and developmental processes in the bovine ovary. The assistant will also help collect, process, and analyze samples during routine weekly collections. (8-10 hrs/wk on average)

Experience

Qualified applicants must be organized, able to work independently, willing to learn, and interested in the topic under study. An ability to commit and participate on weekly collections is absolutely critical.

Position Number: 900559

Position Title: STSS Biology Labs Glassware Washer

EDORDA: #N/A

Position Type: #N/A

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description: Responsibilities:

Machine washing glassware for biology teaching laboratories. Hand washing glassware for sensitive applications. Decontaminating biohazardous glassware.

Experience: None

Knowledge/Skills :

Must be reliable, organized, independent, willing to learn, and not afraid to ask questions. Attention to detail is crucial.

Position Number: 900469

Position Title: NSF Lab Research Asst - Lloyd

EDORDA: 311-2110-50200-10-000000-11530

Position Type: None

Department: Biology

Supervisor: Andrea Lloyd

Description: The research assistant will assist with data analysis for a project investigating the effects of climate change on the growth of northern hemisphere trees. The assistant will be responsible for preparation and analysis of tree-ring samples collected from a variety of species in Siberia. Tree ring analysis will involve identification and dating of tree rings, as well as measuring tree ring-widths. Some data entry will also be involved. Qualifications

Attention to detail is absolutely critical.

Ability to use a dissecting microscope.

Familiarity with SPSS or R desirable, but not critical.

Familiarity with MS-DOS computer programs, or willingness to learn them, critical.

Familiarity with the basic principles of statistical analysis and fearlessness with large data sets is critical.

Prior coursework in ecology or climate change science

Must be organized and self-motivated, and able to work independently.

Position Number: 900027

Position Title: BIOL Office Assistant

EDORDA: 311-2110-50200-10-000000-11530

Position Type: None

Department: Biology

Supervisor: Joanna Shipley

Description: Assist Biology Department Coordinator. Duties include (but are not limited to) photocopying, assembling and distributing materials, updating databases, placing and logging supplies orders, running errands (on campus), distributing flyers for seminars and announcements, sorting department mail, posting graduate school and summer program posters.

QualificationsThe Biology Office Assistant interacts with Biology faculty, outside vendors (when placing orders by phone)and students. This position requires someone who is reliable, accurate, and has good phone skills, and who can take direction well and work with minimal supervision. Accuracy is especially important. Computer experience on a PC platform necessary, as well as the ability to work in Word and Excel. For Fall 2006: need someone who is available approx. 4-5 hours/week, preferably Mondays and Wednesdays.

Position Number: 900532

Position Title: Biology Office Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Joanna Shipley

Description: Assists the Biology Department Coordinator. Involves a higher level of skill and experience than Office Assistant - General. Duties include updating budget spreadsheets, purchase order reconciliation, revising various spreadsheet formats as needed, conducting regular inventory of department office supplies, placing phone orders for course and lab supplies, followup with vendors on problems with orders, contact with other departments on campus as needed, preparing and distributing packets for IACUC meetings, prepare and distribute posters for seminars and announcements, prepare email announcements of internship/fellowship opportunities, Filemaker Pro database input (student employment, science stats); assistance with recruiting files (seniors only).

QualificationsThe Biology Office Assistant II interacts with both Biology faculty, outside vendors (when placing orders by phone) and students. It requires attention to detail, the ability to focus on the task, accuracy, reliability, good phone skills, ability to take direction well and work with minimal supervision. Accuracy is especially important. Computer experience: Word and Excel (necessary), PC platform preferable, and experience with databases helpful.

Position Number: 900564

Position Title: NSF Research Asst - Lloyd

EDORDA: 311-2110-50200-10-201853-00000

Position Type: None

Department: Biology

Supervisor: Andrea Lloyd

Description: The research assistant will assist with data analysis for a project investigating the effects of climate change on the growth of northern hemisphere trees. The assistant will be responsible for preparation and analysis of tree-ring samples collected from a variety of species in Siberia. Tree ring analysis will involve identification and dating of tree rings, as well as measuring tree ring-widths. Some data entry will also be involved. Qualifications

attention to detail is absolutely critical
ability to use a dissecting microscope
familiarity with SPSS or R desirable, but not critical
familiarity with MS-DOS computer programs, or willingness to learn them
familiarity with basic principles of statistical analysis and fearlessness with large data sets is critical
prior coursework in ecology or climate change science
must be organized and self-motivated, and able to work independently

Position Number: 900023

Position Title: BIOL Research Assistant - Sheldon

EDORDA: 311-2110-50200-10-201913-00000

Position Type: None

Department: Biology

Supervisor: Sallie Sheldon

Description: Assist in ongoing studies on plants and animals in salt marshes. Sampling algae and invertebrates, sample processing and species identification.

Qualifications: Some experience in the field.

Position Number: 900191

Position Title: BIOL Research Asst - Spatafora

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 900029

Position Title: BIOL Research Assistant - Young

EDORDA: 311-2110-50200-10-000000-10029

Position Type: None

Department: Biology

Supervisor: Helen Young

Description:

Position Number: 900019

Position Title: BIOL 0140 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10030

Position Type: None

Department: Biology

Supervisor: Alison Nurok

Description: Must attend one 3-hour lab session per week. Additional duties include leading a one-hour help session on data analysis or report writing one evening per week and attending one brief prep meeting a week. Average time per week is generally under 5 hours but may vary depending on the due dates for the course assignments.

Qualifications

Successful completion of BIOL0140, good writing skills, a strong familiarity with Microsoft Excel, ability to explain simple statistics (means, standard deviations and t-test), and a willingness to mentor fellow students with patience. Familiarity with trees and stream insects in Vermont is a plus.

Position Number: 900020

Position Title: BIOL 0145 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10032

Position Type: None

Department:

Supervisor: Susan DeSimone

Description: Must attend one 3-hour lab session per week. Additional duties include holding one regularly scheduled office hour per week, grading simple worksheets and attending one staff meeting per week. Average time per week is 5-8 hours but may vary depending on due dates for the course exercises.

Qualifications

Successful completion of BI250, a familiarity with concepts, laboratory skills and data analysis for the fields of cellular biology and genetics and a willingness to work with students as a mentor. An ability to explain simple statistics (mean, standard deviations and Chi-Squared analysis) is required.

Position Number: 900196

Position Title: BIOL 0202 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10033

Position Type: None

Department: Biology

Supervisor: Mark Spritzer

Description: Attending lab from the beginning of the lab until all students have completed the days exercise, and being willing to help with last minute preparations as well as clean up after lab. Meeting weekly to discuss the lab for that week and to keep up with any special problems that may arise, such as student medical difficulties or sports-related absences. Assist instructor in the lab by helping students identify anatomical structures in dissection specimens. Assist instructor in the field by guiding students in identification of local fauna. Prepare labs by organizing dissection specimens and demonstration materials.

Qualifications Must have previously taken BI 202. Must be available to students either by appointment or less formal means to help them in writing, completing and understanding homework, course content and study methods.

Position Number: 900021

Position Title: BIOL 0203 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10034

Position Type: None

Department: Biology

Supervisor: Helen Young

Description: Assist instructor in the field with guiding students in plant collections, helping students devise independent projects, grading plant collections, reading and making comments on first drafts of lab reports, response papers, and term papers, preparing labs by organizing specimens.

Qualifications

Must have previously taken BI 203.

Position Number: 900731

Position Title: BIOL 0211 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10037

Position Type: None

Department: Biology

Supervisor: Eric Moody

Description: Help set up, run, and clean up lab projects.

Hold TA sessions as needed.

Education and Training

Must have successfully completed BIOL 211

Knowledge

Knowledge of SPSS/PASW

Other

Availability Tuesday and Thursday afternoons

Position Number: 900414

Position Title: BIOL 0302 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10038

Position Type: None

Department: Biology

Supervisor: Steve Trombulak

Description: Must attend one 3-hour lab session per week. In addition prepare materials for lab exercises, and put materials away. Some weeks obtaining and/or returning a van. Average time per week is 4 hours but may vary.

Qualifications

include successful completion of BI190, and have a 15 passenger van license.

Position Number: 900471

Position Title: BIOL 0304 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10039

Position Type: None

Department: Biology

Supervisor: Sallie Sheldon

Description: Must attend one 3-hour lab session per week. In addition prepare materials for lab exercises, and put materials away. Some weeks obtaining and/or returning a van. Average time per week is 4 hours but may vary.

Qualifications include successful completion of BIOL 0140, and have a 15 passenger van license.

Position Number: 900501

Position Title: BIOL 0305 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10040

Position Type: None

Department: Biology

Supervisor: Catherine Combelles

Description: The assistant will be responsible for preparing research supplies, solutions and other complex media for advanced laboratory exercises; assisting in maintaining organized laboratory work

stations; attending lab from the beginning of lab until all students have completed the lab work; and cleaning up after lab.

Education and Training Applicants must be well-organized and responsible and able to work with others as well as independently. A willingness to learn is essential, with an enthusiasm for the subject. Applicants must be alert to problems which may develop during lab such as procedures which are not working properly, faulty equipment, unsafe situations caused by improper use of materials or equipment or by carelessness.

Experience Applicants must have passed BI250 with a grade of B or better.

Position Number: 900231

Position Title: BIOL 0310 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10041

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description: Teaching Assistants for BI310 (General Microbiology) must have taken the course and earned a grade of B or better. The assistantships entail preparation of materials for laboratory, which draws on one's microbiological expertise (BI310). The applicant can expect to spend 6 hours per week preparing for the laboratory, and four to six hours per week overseeing students working in the laboratory. Organizational meetings take place on a weekly basis. Only responsible candidates with an enthusiasm for science need apply.

Position Number: 900230

Position Title: BIOL 0314 Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Grace Spatafora

Description: Teaching Assistants for BI314 (Molecular Genetics) must have taken the course and earned a grade of B or better. The assistantships entail preparation of materials for laboratory which draws on one's ability to carry out molecular/genetic protocols (BI314). The applicant can expect to spend 6 hours per week preparing for the laboratory, and four to six hours per week overseeing students working in the laboratory. Organizational meetings take place on a weekly basis. Only responsible candidates with an enthusiasm for science need apply.

Position Number: 900024

Position Title: BIOL 0335 Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Catherine Combelles

Description: The laboratory assistant will be responsible for preparing research supplies, tissue materials, and solutions for advanced laboratory exercises in histology; attending lab; and cleaning up after lab. Flexibility is required in the hours with some work outside of the suggested hours needed occasionally. Performs other duties as assigned.

Education and Training Applicants must be well-organized and responsible and able to work with others as well as independently. A willingness to learn is essential, with an enthusiasm for the subject. Applicants must be alert to problems which may develop during lab such as procedures which are not working properly, faulty equipment, unsafe situations caused by improper use of materials or equipment or by carelessness.

Experience

Applicants must have completed both BI250 and BI335.

Position Number: 900390

Position Title: BIOL 0340 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-10047

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 900671

Position Title: BIOL 0370 Teaching Assistant

EDORDA: 311-2110-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Glen Ernstrom

Description: The teaching assistant will primarily be responsible for assisting the instructor with setting up laboratory exercises before lab each week. For experiments involving rodents, this will involve handling animals, setting up cages and metabolic chambers, and organizing supplies within the animal facility. For human physiology experiments, this will involve preparing computers and stocking supplies for each physiology rig. The teaching assistant must also attend at least one 3-hour laboratory section per week from the beginning of the lab until all students have completed the day's exercise and will assist with clean up after lab. During lab, the teaching assistant will aid the instructor by helping students whenever needed with the execution of that week's experiment. Estimated time commitment of 8 hours per week, but this will vary from week to week.

Qualifications Must have previously taken BI 370. Applicants must be well-organized and responsible and able to work with others as well as independently. A willingness to learn is essential, with an enthusiasm for the subject.

Position Number: 900581

Position Title: BIOL Writing Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Chris Watters

Description: The imaging software for our advanced microscope facility was upgraded in summer 2005, and the student-friendly imaging manual created in 2002 under my direction requires revision and expansion to include such advanced topics as differential interference contrast and fluorescence microscopy. The successful applicant should be literate and interested in scientific writing, microscopy

and imaging graphics. Biol0250 is a prerequisite; Biol0305 or Biol0331 useful or comparable practical experience with advanced microscopy.

Position Number: 900771

Position Title: THEA Board Operator

EDORDA: 314-3252-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Alison Rimmer

Description: Operate light, sound, and/or projections for faculty shows.

Education and Training

No prior training or experience is necessary.

Position Number: 900249

Position Title: Bookstore Assistant

EDORDA: 314-3252-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Suzanne Hebert

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

- * Operate computerized Point-of-Sale terminal
- * Restock and maintain textbooks, clothing, supply, glassware and greeting card areas
- * Assist in College Store Office, performing basic office functions
- * Receive, price, and shelve merchandise
- * Assist customers on the sales floor
- * Receive text book orders
- * Verify the shipment matches the Purchase Order completely

- * Process paperwork carefully and correctly
- * Work with Text and POS software system
- * Unload trucks, lift and move heavy boxes
- * Filing paperwork and other office duties
- * Work independently
- * Perform other tasks as requested

Experience:

- * Previous retail experience or dealing with the public strongly preferred
- * Working knowledge of computers and data bases

Other:

- * Must be able to work weekends
- * Exceptional organizational skills and attention to detail a must
- * Commitment to exceptional customer service vital
- * Must be able to work well under pressure in a fast-paced environment
- * Able to lift heavy boxes

Position Number: 900722

Position Title: Bookstore Computer Retail Assistant

EDORDA: #N/A

Position Type: #N/A

Department: College Store

Supervisor: Michele Mondella

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Responsibilities:

Daily job Monday-Friday with occasional weekends expected for computer retail sales assistance. General duties will include running computerized Point-of-sale cash register; Apple Computer, iPad and iPod sales with general electronics knowledge helpful for customer assistance. Ability to post to our Facebook page and College store blogs beneficial as well as assistance with inventory updating. Student will be asked to occasionally model our line of clothing (but not mandatory) or possibly give

demonstrations of Apple products. We are looking for someone available mid-day to mid-afternoon for lunch time coverage and extra hours here and there including some weekends. Applicant will be asked to perform other tasks associated with the College Bookstore when needed, like receiving, pricing, shelving and verifying shipment to Purchase Order; filing paperwork and other light office duties, as well as assisting customers in other parts of the Bookstore.

Experience Desired:

Computers skills a must; strong experience with money handling as a cashier along with sales experience desired.

Knowledge Desired:

Knowledge of Apple products and general electronics knowledge desired with abilities to post to Facebook page and College Store Blogs.

Position Number: 900628

Position Title: Bookstore Graphics Designer

EDORDA: 311-6103-50200-10-000000-00000

Position Type: None

Department: College Store

Supervisor: Suzanne Hebert

Description: Responsibilities:

Create computer generated artwork and designs from internet or scanned clothing images. These images will be turned into a jpeg for use on the College Book Store's website to display sports team fundraiser merchandise. Other responsibilities include creating signs for marketing the College Book Store.

Education, Training, and Experience:

Must be creative and independent with a strong eye for graphic presentation. Requires artistic ability and experience with Photo Shop and/or scanning.

Hours:

Approximately 5 hours per week during store hours.

Position Number: 900712

Position Title: Brainerd Peer Writing Tutor

EDORDA: 313-2261-50200-10-102022-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Brainerd Peer Writing Tutors are outstanding student writers, typically nominated for their position by faculty members. These tutors are trained by the Writing Program to work with their peers on papers assigned across the disciplines. Training takes place over a series of six required sessions at the CTLR. Peer Writing Tutors are trained to provide "authorized aid" on papers.

Brainerd Writing Tutors will offer drop-in tutoring hours for their peers at Brainerd Commons several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations.

While the Writing Program will pay for the tutors' training hours, Brainerd Commons will pay for the hours that tutors put into working their shifts at Brainerd.

Brainerd Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at Brainerd Commons by filling out their log sheets and submitting them at the CTLR.

Position Number: 900288

Position Title: Bread Loaf Writer's Conference Assistant

EDORDA: 314-3204-50200-10-000000-00000

Position Type: None

Department: Bread Loaf Writers' Conference

Supervisor: Jason Lamb

Description: * Upload audio and video recordings to MiddMedia from hard drives.

- * Send brochure and application to people who request information about the conference.
- * Enter participant information into Banner.
- * Update WordPress site.
- * Prep historical documents for Middlebury archives.
- * Record deposits for conference participants.
- * Enter information into Word documents, including student bios, book order details, and taxi schedules for guests.
- * Assemble student manuscripts for workshop packets.
- * Open and sort mail.
- * Other duties as assigned.
- * Knowledge of PC's and Macs, MiddMedia, and WordPress helpful.
- * Close attention to detail required.
- * Ability to communicate effectively desired.
- * 4- 6 hours per week
- * Must be able to continue the position through the summer.

Position Number: 900470

Position Title: Budget Office Assistant

EDORDA: 314-3251-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Susan Simmons

Description: Brief Summary of Position: Performs general clerical and administrative support duties for the Budget Office as well as the creation and maintenance of the departmental website. Duties include web design, word processing, creating and manipulating spreadsheets, data entry, copying, filing, coordinating mailings, and sorting mail. Confidentiality is very important.

Duties/Responsibilities (In order of Importance):

1. Provide support to the department in the areas of sorting mail, filing, copying, and coordinating mailings.
2. Website design and maintenance.

3. Budget assistance using Microsoft Excel and PowerPoint. Creating spreadsheets and charts and graphs for interdepartmental and external meetings and presentations.

4. Data entry on Banner.

5. Word processing of documents prepared by the department.

6. Special projects as needed.

Specific Skills needed:

Knowledge of Microsoft Word, Excel and web design and maintenance. Good organizational skills, ability to work independently and incentive to finish projects.

Position Number: 900664

Position Title: Business Services Web Specialist

EDORDA: 311-6108-50200-10-610170-00000

Position Type: None

Department: Assistant Treasurer's Office

Supervisor: Pam Norton

Description: Carry out design and maintenance of Web site for the College's Bio-Diversity Willow Site

Sorts through digital photos and chooses photos to chronologically show progression of program.

Collaborates with Business Services to create text describing processes.

Ensures consistency of design, layout and integrity of content.

Has basis computer skills, e.g. Microsoft Word, Excel Outlook, etc.

Carries out various forms of graphic design and manipulation for the Web using Photoshop, etc.

Uploads text and images and creates links to other specified bio-diversity sites.

Proofreads text.

May direct staff on Web maintenance.

Experience Previous Web page development required. Web design skills desirable. Strong reading, writing, and editing skills a must. Familiarity with College's Content Management System (CMS), Photoshop, and other photo and Web development software.

Position Number: 900242

Position Title: The Campus Advertising Manager

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description:

Position Number: 900234

Position Title: Campus - Circulation Coordinator

EDORDA: 311-6108-50200-10-610170-00000

Position Type: None

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Responsible for distributing approximately 2000 newspapers to newstands around campus as well as a handful of locations in the town of Middlebury.

Position requires either a car (reimbursement at IRS rate for gas and mileage) or a College van license.

Applicants MUST have Thursday mornings available from 7:30am to 10:30am., no exceptions.

Position Number: 900240

Position Title: Campus - Editor in Chief

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Maria Farnsworth

Description:

Position Number: 900233

Position Title: Campus - Envelope Stuffer

EDORDA: 311-6108-50200-10-610170-00000

Position Type: None

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Position Number: 900507

Position Title: The Campus Office Assistant

EDORDA: 311-6108-50200-10-610170-00000

Position Type: Pooled

Department: Dean of Students

Supervisor: Derek Doucet

Description: Responsible for providing assistance to the Business Manager. The tasks associated with this position include, but are not limited to: picking up and delivering mail, answering telephones, forwarding voicemail messages and stuffing and labeling envelopes. This person must be extremely detail-oriented and must also possess strong communication skills. Computer proficiency required. The office assistant also has the ability to gain invaluable business experience by helping sell advertising.

Position Number: 900241

Position Title: The Campus - Website Editor

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Maria Farnsworth

Description: Responsible for uploading all articles to our website weekly, overseeing corrections, comments and breaking news stories, managing digital media projects, working with advisors and web-service clients, as well as staying up to date on the latest technology in digital journalism. Acting as the leader for the Campus' online home, the website editor is one of the most important members of our team.

Position Number: 900235

Position Title: Campus - Photo Editor

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Position Number: 900642

Position Title: Campus Sustainability Assistant

EDORDA: 311-2906-50200-10-000000-10623

Position Type: None

Department: Environmental Affairs

Supervisor: John (Jack) Byrne

Description: OSI Interns will work with each other and OSI staff on the following tasks:

- Assist OSI staff with development of a new “Sustainable Solutions Lab” and related materials and tools.
- Assist OSI staff with Beat the Peak and Cut the Waste campaigns with the Summer Language Schools by attending meetings with Language School staff, distributing outreach materials, maintaining signage

around campus while Language Schools are in sessions, checking with the Language School staff to ensure that the program is working

- Help plan and attend fall orientation activities such as Open House and Student Services Fair
- Assist with messaging and storytelling, especially around summer activities such as Language Schools and the Organic Farm
- Conduct the annual greenhouse gas inventory

Desired Experience:

Knowledge of current sustainability issues

Experience with digital storytelling

Excel (for greenhouse gas inventory)

Creativity and flexibility

Position Number: 900709

Position Title: Summer Campus Sustainability Specialist

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: John (Jack) Byrne

Description: Responsibilities:

Develop a strategy and work plan for completing the Sustainability Tracking, Assessment and Rating System (STARS) of the Association for the Advancement of Sustainability in Higher Education (AASHE). Carry out data gathering and analysis for completion of the assessment via face to face meetings, email, and website tools. Upload reports and results to the AASHE STARS database.

Knowledge and familiarity with sustainability rating systems, especially STARS.

Experience gathering data related to college finance and administration, operations, curriculum and research.

Ability to work with various staff and faculty and students to obtain needed information.

Ability to communicate to the college community the relevance and importance of the STARS assessment and to periodically report and inform the community of progress and results.

Position Number: 900402

Position Title: Campus Technical Consultant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Position Number: 900684

Position Title: Campus Website Designer

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Position Number: 900030

Position Title: CAOS Assistant Floater

EDORDA: 311-2901-50200-10-000000-11915

Position Type: None

Department: Academic Affairs

Supervisor: Renee Brown

Description:

Position Number: 900093

Position Title: RCGA Intern

EDORDA: 311-2502-50200-10-300674-00000

Position Type: None

Department: Rohatyn Center for Global Affairs

Supervisor: Charlotte Tate

Description: RESPONSIBILITIES: Through a diverse set of programs and events, the Rohatyn Center for Global Affairs (RCGA) reaches across boundaries of language, culture, and geography to engage students' capacity for rigorous analysis and independent thought in a rapidly changing world. The Center sponsors vibrant cocurricular programs, fosters dialogue with leading international scholars and practitioners, funds innovative undergraduate field research, and promotes scholarly collaborations between students and faculty.

RCGA Interns play a key role by supporting events, cultivating student engagement, and assisting with research. Tasks may include providing technical expertise to virtual events, design and oversight of student-run programming, marketing and communication, and scholarly research.

QUALIFICATIONS: Interest in international and global issues; experience in arranging and hosting virtual events; strong organizational, communication, writing, and research skills; ability to work both independently and in a team.

APPLICATION PROCESS: Only complete applications will be considered. A complete application will contain a cover letter, resume including GPA, and the names and contacts of at least 3 recommenders on campus (including at least 2 faculty members).

Position Number: 900786

Position Title: CCISE Operations Intern

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

The Social Entrepreneurship Intern will contribute to an array of tasks necessary to the operations of the Social Entrepreneurship Program. Primary responsibilities include: reserving and checking out film equipment for speaker events; filming speaker events; writing posts for publication on the SE blog; editing filmed footage; contributing to the SE's social media presence; contributing to the weekly SE newsletter; program outreach (including postering) and miscellaneous office management tasks as they arise.

Knowledge/Skills :

The SE intern must understand how to handle and use media equipment; must demonstrate a strong interest in and commitment to positive social change; must have outstanding written communication skills; and must be both flexible and open to engaging in a wide range of tasks.

Position Number: 900578

Position Title: Arts Campus Box Office

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Missey Thompson

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Arrive on time and check daily updates at start of work shift

Sell tickets and merchandise through internet sales, phone, and counter sales

Answer phones including College Switchboard

Field customer inquiries and problems including troubleshooting using Box Office Book of Knowledge and online resources.

Be familiar with Middlebury College Arts and Events calendar, directory and online searching to answer patron inquiries

Count and balance cash drawers and at end of day.

Marketing assistance including distribution of posters, brochures, and social media, etc.

Archiving of Arts events

Keep work area neat and organized, empty recycling and trash as needed

Willingness and flexibility to work day, evening and weekend shifts at all box office supported events.

Must be 100% reliable, courteous and outgoing.

Represent Middlebury College to the community

Performs other duties as assigned to assist the department in obtaining and maintaining its mission

Flexible work schedule including some evenings and weekends.

Experience: Customer Service experience desired

Knowledge/Skills: Sales or Cashier experience helpful. Retail experience a plus.

Position Number: 900694

Position Title: Arts Campus Box Office Supervisor

EDORDA: #N/A

Position Type: #N/A

Department: Arts Center

Supervisor: Missey Thompson

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Sell tickets and merchandise

Answer phones

Field customer inquiries and problems; Be familiar with Middlebury College events calendar, directory and online searching to answer patron inquiries

Arrive on time and check daily updates prior to work shift

Count and balance cash drawers, including credit cards and online payment gateway funds

Assist with distribution of posters, brochures, etc

Keep work area orderly, empty recycling and trash

Willingness and flexibility to work day, evening and weekend shifts at all box office venues, MCFA, McCullough, Wright Theatre, Pepin

Occasionally asked to work box office prior to Athletic events

Occasionally asked to work box office prior to Student Life events

Must be 100% reliable, courteous and assertive.

Represent Middlebury College to the community

Help with training of new student box office staff

Supervising student workers when working box office prior to performances

Liaison with Staff Tech Directors, Stage Managers, etc. to check on late seating, informing them about waiting lists, wheelchair needs, etc

Liaison between front-of-house staff, specifically House Managers - inform them of any special needs patrons, pertinent show information

Train Hepburn Zoo house managers/box office for Theatre Department
700 projects and independent shows

Prepare cash box/paperwork for off-site sales for student organizations
when needed

Performs other duties as assigned to assist the department in obtaining
and maintaining its mission

Position Number: 900303

Position Title: Arts Residency Assistant

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Allison Coyne Carroll

Description:

Position Number: 900327

Position Title: Arts Events House Manager

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Shannon Bohler

Description: Primary Purpose Coordinate the operation of the performance with the Stage Manager or Technical Director. Oversee Usher staff (1-12ppl) and assign duties as indicated. Provide for the safety of patrons, the security of the Front of the House and enforce all house policies. Ensure that the lobby, reception areas and audience spaces are prepared to receive the public. Greet the audience and assist patrons as needed. Responsibilities

Arrive no later than 1.5 hours before show, or at designated arrival time on sign-up sheet.

Retrieve supplies from usher locker (nametags, flashlights, etc) and commence pre-show checks for obstructions, trash removal, and emergency egress.

Connect with Tech. Director or Stage Mgr. to obtain programs, performance run times, intermission length, latecomer procedures and other info as necessary.

Connect with Box Office for any special instructions.

The crowd manager/usher or other approved individual shall inspect the means of egress to ensure it is maintained free of obstructions, and correct any deficiencies found, prior to each opening of the building to the public for the event.

The crowd manager or other approved individual shall prepare and maintain records of the date and time of each inspection on approved forms listing any deficiencies found and actions taken to correct them. These forms will be returned to the Department of Public Safety at the conclusion of the event.

Assist with setting up refreshment for intermission, if applicable.

Meet with ushers to share performance details and instructions.

Determine and delegate performance assignments based on performance needs and number of staff. Assignments may include: Ticket takers/Program distribution at entrance, House oversight inside hall for available seating updates, Green Room for artist security, Refreshment preparation.

Enforce House policies regarding cameras/recording devices, smoking, food/drink, and latecomer seating.

Be available to assist patrons with questions, seating, programs, etc.

Communicate with Box Office and Tech. Manager re: opening/closing the house.

Oversee management of latecomer seating. Count patron ticket stubs (if applicable) and

Open and close house for intermission in communication with the Tech. Director. Assist with intermission needs (refreshments, patron questions, etc.)

At end of performance, clean performance space of used programs, trash and patron lost & found items.

Do not release ushers until performance venue is clean, patrons have departed and time worked is recorded.

Do not leave until released by Technical Director.

Education and Training

Must have completed Middlebury College Crowd Manager Training and be certified. Training shall be provided through the Environmental, Health & Safety Department on a regular basis as needed. Frequency will be determined by the EH&S Department.),

The training program must be approved by the AHJ. Previous experience in house management or ushering necessary. Understanding of performance etiquette required. Must be able to understand and speak English clearly and articulately. Supervisory and communication skills essential. Interest or experience in music, dance or theatre a plus. Must be 100% reliable, courteous, and assertive. Willingness and flexibility to work 2-4 hour shifts on evenings and weekends necessary. Flexible scheduling means a MINIMUM number of hours cannot be guaranteed.

Position Number: 900328

Position Title: Arts Events Usher

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Shannon Bohler

Description:

Arrive no later than designated arrival time on sign-up sheet, and report to your House Manager.

Assist with pre-show checks.

Assist with setting up refreshment for intermission, if applicable.

Meet with House Manager to receive your performance assignment and receive performance details and instructions.

Accept tickets or hand out programs to patrons at the door.

If reserved seating, guide patrons to their seats.

Enforce House policies regarding cameras/recording devices, smoking, food/drink, and latecomer seating.

Be available to assist patrons with questions regarding restrooms, water fountains, phones, coat hooks, box office, café, pre-performance dinners, reception locations and performance running times.

Assist with management of latecomer seating.

Assist with intermission needs (refreshments, patron questions, etc.)

At end of performance, clean performance space of used programs, trash and patron lost & found items; and assist house manager as needed.

Do not leave until released by House Manager.

Ensure that the lobby, reception areas and audience spaces are prepared to receive the public.? Greet the audience and assist patrons as needed.? Provide for the safety of patrons, the security of the Front of the House and enforce all house policies.

Experience

Understanding of performance etiquette preferred. Interest or experience in music, dance or theatre a plus.

Position Number: 900329

Position Title: Arts Front of House Manager

EDORDA: #N/A

Position Type: #N/A

Department: Arts Center

Supervisor: Shannon Bohler

Description: Assist the Events and Administrative Coordinator and Events Manager with event management details and organization of Front of House Staff.

Responsibilities:

Organize and implement two usher trainings a year.

Assist in creating and posting usher schedule.

Supervise House Managers and Usher staff when multiple events are taking place simultaneously at various performance spaces.

Connect with Box Office for any special instructions.

Pick up or drop off visiting artists as needed.

Admit visiting artists or others to performance spaces as needed.

Assist with hospitality for visiting artists.

Be available to assist patrons with questions, seating, programs, etc.

Communicate with Box Office and Tech. Manager regarding any special details for an event: multiple handicapped seating, children, etc.

Experience/Knowledge/Other:

Previous experience in house management or ushering necessary. Understanding of performance etiquette required. Must be able to understand and speak English clearly and articulately. Supervisory and communication skills essential. Interest or experience in music, dance or theatre a plus. Must be 100% reliable, courteous, and assertive. Willingness and flexibility to work 2-4 hour shifts on evenings and weekends necessary.

Position Number: 900037

Position Title: Arts Receptionist

EDORDA: #N/A

Position Type: #N/A

Department: Arts Center

Supervisor: Shannon Bohler

Description:

Position Number: 900563

Position Title: Arts Studio 104 Intern

EDORDA: #N/A

Position Type: #N/A

Department: Arts Center

Supervisor: Shannon Bohler

Description:

Position Number: 900300

Position Title: Arts Technical Assistant

EDORDA: 311-2138-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Mark Christensen

Description:

Position Number: 900227

Position Title: GSFS Chellis House Monitor

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Karin Hanta

Description: Chellis House monitors are responsible for maintenance of Chellis House public space - Library, Living Room, Dining Room, Kitchen and Basement. Library duties include maintaining folders for newsletters, "calls for proposals," internships and graduate programs. Monitors also maintain the index of books and theses in the library. Monitors contribute to the Women's and Gender Studies Newsletter by writing occasional pieces on faculty or student events. Monitors assist director in publicizing events by distributing posters throughout campus. The monitors may also assist the director by greeting speakers/presenters, escorting them around campus and preparing the space to be used for the event.

Position Number: 900204

Position Title: CHEM 0103 Teaching Assistant

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Mary Jane Simpson

Description: Responsibilities:

Assist professor in setting up lab experiments for CHEM 0103: General Chemistry I, and assist students in carrying out the experiments.

Experience Desired: Must have taken CHEM 0103.

Position Number: 900205

Position Title: CHEM 0104/0107 Teaching Assistant

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Michele Dube

Description: Responsibilities:

Assist professor in setting up lab experiments for CHEM 0104: General Chemistry II or CHEM 0107: Advanced General Chemistry, and assist students in carrying out the experiments.

Experience Desired: Must have taken CHEM 0104 or CHEM 0107.

Position Number: 900206

Position Title: CHEM 0203/0204 Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Logan Fisher

Description: Responsibilities: Assist professor in setting up lab experiments for CHEM 0203: Organic Chemistry I or CHEM 0204: Organic Chemistry II, and assist students in carrying out the experiments. Experience Desired: Must have taken CHEM 0204: Organic Chemistry II.

Position Number: 900505

Position Title: Chemistry 283 - Teaching Assistant

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Judy Mayer

Description:

Position Number: 900208

Position Title: CHEM Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Michelle Matot

Description: Responsibilities: Assist professor in setting up lab experiments for course, and assist students in carrying out the experiments. Experience Desired: Must have taken corresponding chemistry course.

Position Number: 900209

Position Title: Chemistry 312 Teaching Assistant

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Judy Mayer

Description:

Position Number: 900575

Position Title: CHEM Office Assistant - Skilled

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Michelle Matot

Description: Assists the Chemistry & Biochemistry Department Coordinator. Involves a higher level of skill and experience than Office Assistant – General. Duties include updating budget spreadsheets, purchase order reconciliation, revising various spreadsheet formats as needed, conducting regular inventory of department office supplies, placing phone orders for course and lab supplies, followup with vendors on problems with orders, contact with other departments on campus as needed, prepare and distribute posters for seminars and announcements, prepare email announcements of internship/fellowship opportunities, Filemaker Pro database input (student employment, science stats); assistance with recruiting files (seniors only). Qualifications: The Chemistry & Biochemistry Office Assistant II interacts with both Chemistry & Biochemistry faculty, outside vendors (when placing orders by phone) and students. It requires attention to detail, the ability to focus on the task, accuracy, reliability, good phone skills, ability to take direction well and work with minimal supervision. Accuracy is especially important. Computer experience: Word and Excel (necessary), PC platform preferable, and experience with databases helpful.

Position Number: 900210

Position Title: CHEM Grader

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Michelle Matot

Description: Responsibilities: Assist professor in grading student materials for course. Experience Desired: Must have taken corresponding chemistry course.

Position Number: 900468

Position Title: CHEM Research Assistant - Bunt

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Richard Bunt

Description: Responsibilities: Assist Professor Rick Bunt with performing research in his lab.

Position Number: 900678

Position Title: Chemistry Teaching Assistant FYSE

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Judy Mayer

Description:

Position Number: 900679

Position Title: CHEM Teaching Assistant WT INTD 1088

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Marque Moffett

Description:

Position Number: 900658

Position Title: CHNS Assistant

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Student assistant to instructors in 1st- and 3rd-year Chinese. Student assistants may do any of the following tasks: 1) correct homework assignments that are not given grades; 2) help groups of students prepare skits; 3) work with individual students to go over mistakes on tests and help them practice target vocabulary and grammar one on one. Maximum of 3 hours of work per week per student.

Position Number: 900673

Position Title: CHNS Department Grader

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Responsibilities:

The student grader marks mistakes on quizzes for any Chinese language class at the 1st- through 3rd-year levels. He or she does not grade the quizzes.

Experience:

The student should be advanced in reading and writing Chinese in order to grade the papers.

Position Number: 900285

Position Title: CHNS Language Table Asst/Drill Instructor

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: The student would need to be a native speaker or near-native speaker of Mandarin Chinese, and would be responsible for leading and facilitating spoken Chinese at language table on their assigned days.

Position Number: 900660

Position Title: CHNS Teaching Assistant

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Responsibilities:

A student hired to this position is responsible for teaching 1 or more hours of drill class for any CHNS Chinese language class at the 1st- through 3rd-year levels. For each hour of drill class taught, the student is also paid for one hour of class preparation. The student teaches according to a lesson plan created by the faculty in charge of the course. The student assigns grades for graded work done in drill class but otherwise is not asked to grade homework, quizzes or tests.

Position Number: 900038

Position Title: MUSC Choir Assistant

EDORDA: 314-5202-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Anne Chabot

Description: Responsibilities:

- replacing filing system in choral library to provide more shelf storage and this is an ongoing task.
- preparing choral music for choir rehearsals, including collating, distributing to students in rehearsal
- making copies of handouts when necessary
- mailing music to student and professional musicians involved in concert programs

- copying pencil markings in instrumental music parts - a relatively specific and detail-oriented type of library work.

- posters around campus

- checking the Mead Chapel rehearsal piano humidifier

Experience: excellent organizational skills

ability to work independently

Other: flexibility with schedules may be necessary

Position Number: 900160

Position Title: CA APP Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: College Advancement

Supervisor: Molly Andres

Description: Offer is contingent upon successful completion of a criminal background check.

Specific Responsibilities:

Answering telephones and monitoring multiple email inboxes.

Filing, data entry, and photocopying.

Creating correspondence.

Entering event registrations.

Preparing materials for events.

Knowledge:

Excellent organizational, written and verbal communication skills.

Great interpersonal skills, friendly and customer service-driven.

Competent use of Microsoft Excel and Word necessary.

Some lifting required.

Other:

A professional, mature demeanor, since students work with a broad range of constituents including parents, alumni and high level College officials and have access to confidential files.

A broad based knowledge of campus and its departments in order to answer a variety of inquiries and direct to the appropriate department is a plus.

Please be prepared to submit a resume and cover letter during the application process.

Position Number: 900015

Position Title: CA Alumni Records Assistant

EDORDA: 314-5302-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Kim Ehritt

Description:

Position Number: 900122

Position Title: CA Annual Fund Intern

EDORDA: 314-5302-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Victoria Jones

Description: The Annual Fund intern will serve as liaison between the Senior Class Gift Committee and the Annual Fund Office. The intern will also provide the Annual Fund staff with administrative support in our lively office. This position will assist the Annual Fund office on a variety of tasks including but not limited to:

Recruiting members of the senior class to serve on the senior committee

Serving in a leadership role on the gift committee

Asking members of the senior class to consider a gift

Coordinating publicity and events surrounding the senior class gift

Attending all senior class gift meetings and events

Building and maintaining knowledge of the College and Annual Giving
Filing, stuffing envelopes, answering phones, and administrative support
as needed by the Annual Giving Office

Must handle confidential materials with discretion.

The intern should have an interest in development and a demonstrated commitment to Middlebury College. The ideal candidate must be willing to ask for money to support a worthy cause, comfortable talking about the benefits of a Middlebury education, a self-starter, outgoing, and enthusiastic!

Hours 10 hours/week - as needed

Position Number: 900120

Position Title: College Advancement – Student Engagement Center Ambassador

EDORDA: #N/A

Position Type: #N/A

Department: College Advancement

Supervisor: Dan LeClair

Description: As an Annual Giving Affiliate (Phonathon Caller), you will be working on the phone, calling alumni and asking them to make donations to Middlebury College. Our program reaches many thousands of alumni each year and is an integral part of Middlebury's fundraising efforts. You'll be part of a team that helps to support the College. Position is approximately 6 hours a week. Applicant should be punctual, professional, and hard-working, and will maintain a certain level of performance determined by the Phonathon Manager. SkillsExcellent communication skillsExcellent phone presenceAttention to detail, being persuasive, being professional, and being a good ambassador for the College. Previous fundraising experience or interaction with the public is a plus. Being gregarious and friendly desirable.

Position Number: 900011

Position Title: CA Annual Giving Office Assistant

EDORDA: 314-5002-50200-10-000000-00000

Position Type: None

is an integral part of Middlebury's fundraising efforts. You'll be part of a team that helps to support the College. Position is approximately 6 hours a week. Applicant should be punctual, professional, and hard-working, and will maintain a certain level of performance determined by the Phonathon Manager. Requirements: Excellent communication skills Excellent phone presence Ability to train, manage, and enforce standards amongst peers Attention to detail, being persuasive, being professional, and being a good ambassador for the College Previous phonathon experience required. Other fundraising experience a plus. Being gregarious and friendly desirable. Expectations: -Must have previous phonathon experience -Must be one of the top 5 callers -Has solicited and closed gifts of \$2,000 or more -Must be comfortable soliciting 4 to 5 figure gifts This position will only be offered internally to our top callers. Anyone who will hold this position will be responsible for soliciting and closing major gifts and will consistently bring in a significant portion of our revenue.

Position Number: 900480

Position Title: CA Communications Archives Asst

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Sarah Ray

Description: identification, research and development of Middlebury College student news stories

writing stories for Hometown News Program

tracking/filing, scanning and Photoshop manipulation of photos

photo research from Campus newspaper files and other sources

preparation of materials for mailings

execution of mailings

copying materials using the office copier

faxing materials upon request

answering the phone when needed to take complete, legible messages

scanning photos or other documents

errands on campus or in town as needed

assistance in the preparation of public affairs events as required

maintenance of news clipping and photo files

reading and clipping newspaper articles as requested

general support of public affairs staff
data entry
writing and proofreading
research
attendance at public affairs events as requested when the event falls
within the assistant's shift

Qualifications

journalistic experience and/or demonstrated equivalent writing expertise
expert command of the English language, written and spoken
expertise regarding essay or journalistic writing, English grammar, etc
experience of confidentiality considerations required in a professional
office, respect for confidentiality issues and willingness to adhere to a confidentiality policy
willingness and ability to conduct interviews, gather and organize
information about Middlebury College life, students and campus issues
computer proficiency
willingness to adhere to work schedule as outlined during interview

Hours

10 hrs/wk during the academic year, minimum of 3-hour blocks spread throughout the
workweek is preferred.

Position Number: 900125

Position Title: CA Communications Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Sarah Ray

Description:

LOOKING SPECIFICALLY FOR TUES AND THURS HOURS

UP TO 5 P.M.

News

research
interviewing and note-taking

Photography

tracking/filing, scanning
photo research
other photo needs

Other

etc.
general office duties such as mailings, phone reception, copying, filing,
errands as needed on campus or in town
other tasks and projects in support of public affairs, as identified and
assigned

Qualifications

respect for confidentiality issues, willingness to sign a confidentiality
oath and adhere to a confidentiality policy
professional attitude re: public affairs/news office environment
computer proficiency
ability to multi-task
ability to keep track of and communicate detailed information
ability to adhere to work schedule

and campus issues

expert command of the English language, written and spoken
ability to gather and organize information about Middlebury students

ability to learn new skills and techniques as needed

Additional Preferred Qualifications

journalistic experience

Additional Skills Appreciated

photography

experience with Photoshop

Position Number: 900476

Position Title: CA Communications Office & Web Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Sarah Ray

Description:

Position Number: 900428

Position Title: CA Communications Summer Intern

EDORDA: 314-5204-50200-10-000000-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Sarah Ray

Description:

News Identification and development of Middlebury College news stories and student feature news stories, research, interviewing and note-taking, and writing

Photography Tracking/filing, scanning, photo research both on and off campus, and other photo needs as identified

Other General office duties such as mailings, phone reception, copying, filing, etc. Errands as needed on campus or in town, and other tasks and projects in support of public affairs, as identified and assigned

Qualifications

. Respect for confidentiality issues, willingness to sign and commit to a confidentiality oath, and adhere to the confidentiality policy. Professional attitude re: public affairs/news office environment. Computer proficiency. Ability to multi-task. Ability to adhere to work schedule. Expert command of the English language, written and spoken. Ability to gather and organize information about Middlebury College life, students and campus issues. Ability to learn new skills and techniques as needed

Additional Preferred Qualifications

. Journalistic experience

Additional Skills Appreciated

. Photography. Experience with Photoshop

References, resume and writing sample requested

Hours 32-35 hours per week for Middlebury's regular student employment period. Please call Sandy Tucker at 443-5629 for interview.

Position Number: 900734

Position Title: CA Reunion Host

EDORDA: 314-5202-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Laura Napolitano

Description: For one weekend each year, alumni are invited to reunite with their classmates to remember and celebrate their four years at Middlebury as they explore and reconnect with the College campus. A Reunion Student Host works during the weekend of Reunion in June to create a welcoming atmosphere for alumni to fully enjoy and participate in their Reunion activities and events. This position presents a unique opportunity to engage with alumni from all different walks of life while simultaneously providing them with the resources and information they need to enjoy their Reunion. 2020 Reunion Student Hosts will work Wednesday, June 3rd through Sunday, June 7th. Housing is provided for the duration of that time. Student hosts will work approximately 40 hours during Reunion. Responsibilities Organize and maintain a presentable, informational and personalized Class Headquarters Greet alumni as they arrive on campus and guide them through the check-in process Engage and connect with alumni to create a welcoming and vibrant environment Assist Office of Advancement Staff in the set-up and organization of events Direct and offer assistance to alumni as needed throughout the weekend Communicate effectively and promptly with the Reunion Administrative (Student Host) Coordinator to troubleshoot any complications that may arise Other various tasks as needed. Qualifications The ideal candidate will have the following characteristics: Is a reliable, outgoing, personable, and hardworking student who is able to work as a team player Has a broad general knowledge of the College and its many departments and buildings Can communicate efficiently and effectively with other Student Hosts and staff members Can create an inviting space for alumni to reconnect with the Middlebury campus and community Is ready to jump in and assist alumni or staff at any time during the weekend Represents the current Middlebury student body both humbly and confidently Interested applicants are for an interview by the Program Support Manager or by the Reunion Administrative Coordinator. Contact Laura Napolitano, Program Support Manager, at lnapolitano@middlebury.edu for questions or more information about the position.

Position Number: 900161

Position Title: CA Reunion Host Coordinator

EDORDA: 314-5001-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Molly Andres

Description: Offer is contingent upon successful completion of a criminal background check.

Provide Reunion program support for the Office of Alumni and Parent Programs.

Including recruiting, interviewing and hiring more than 50 students to work Reunion Weekend; locating housing and handling payroll for Reunion student workers; registering more than 2,000 alumni and families for Reunion, using Raiser's Edge software; assisting in the design and layout of reunion publications including yearbooks, directories, newsletters and informational mailings. Assigning and supervising employees at Reunion; meeting with a broad range of campus departments; collecting money; housing guests at Bread Loaf; and handling emergencies.

Qualifications

Knowledge of computers a must. Requires the ability to deal professionally with alumni, trustees, parents, students and other special guests of the College.

Must have knowledge of campus and local emergency procedures.

Should have some supervisory experience (JC, student organization) so as to be comfortable assigning and training other student interns.

Occasional travel to events.

Position Number: 900755

Position Title: CA Office Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: College Advancement

Supervisor: Cathy Tester

Description: Assistance with office duties: filing, copying, computer work (banner entries, excel spreadsheets, MS word), website work using Drupal and other duties as assigned.

Experience

Ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; previous experience with using Drupal strongly preferred.

Other

Strong computer skills, including Drupal, MS Word and Excel

Ability to maintain confidentiality.

Ability to prioritize and juggle several projects simultaneously.

Position Number: 900074

Position Title: College Advancement -Research Asst

EDORDA: 314-5103-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900744

Position Title: College Advancement Services Associate

EDORDA: #N/A

Position Type: #N/A

Department: College Advancement

Supervisor: Anne McMenamin

Description: Provides administrative support to the Gift Planning department and interacts with all College Advancement departments and staff.

Responsibilities

Duties include (but are not limited to) scanning, file organization for existing trust file, information gathering from hard copy files for audit project, update Banner database (training will be offered), generating excel spreadsheet for capturing quantitative data, and other administrative, data entry, and research duties as assigned within advancement.

Education and Training

The Advancement student assistant interacts with all College Advancement departments and staff. This position requires someone who is reliable, timely, accurate, organized, and has good phone skills, and who can take direction well and work with minimal supervision. The assistant must be comfortable dealing with highly confidential and sensitive matters. The assistant will be required to sign a confidentiality agreement.

Some flexibility available within a schedule of 30 hours/week.

Experience

Computer experience on a PC platform necessary, as well as the ability to work in Word and Excel. Experience with Banner and web preferred.

Position Number: 900536

Position Title: Communications Web Specialist

EDORDA: 314-5301-50200-10-000000-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Pam Fogg

Description: Carry out design and maintenance of Web sites for the Communications Office

Ensures consistency of design, layout and integrity of content across an extensive network of sites.

Has basic computer skills, e.g. Microsoft Word, Excel, Outlook, etc.

Carries out various forms of graphic design/manipulation for the web using PhotoShop, etc.

Transfers content to web from a variety of software programs.

Proofreads text.

Plays an active role in tracking necessary web updates, taking the initiative to find up-to-date content and prepare it for the web.

Directs other students and occasionally staff on web maintenance.

Good communication skills are essential.

Education and Training Experience in web page development required. Strong reading, writing, and editing skills. Web design skills desirable.

Experience Familiarity with the college's Content Management System (CMS) a plus but we will train the right student to use this system. Experience with PC's, Web

development software, scanners, and digital cameras preferred. Ability to prioritize a large number of tasks is essential.

Position Number: 900720

Position Title: College Advancement Website Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Alanna Shanley

Description:

Transfers content and creates web pages in the college's web content management system.

Writes text for web page introduction, short news stories on students and alumni, and picture captions.

Contacts students and alumni to obtain short biographies and other information.

Proofreads and edits text prepared by other staff.

Uploads picture files, using graphic manipulation within CMS when necessary.

Responds to news and updates from students and alumni for updating main page stories.

Plays an active role in finding current content, preparing it, and updating the web pages with it.

Experience

Familiarity with Drupal, the college's content management system, is desired, but we will train the right student to use the system.

Strong reading, writing, proofreading, and editing skills.

Has basic computer skills, e.g. Microsoft Word, Excel, and Outlook.

Experience with digital media (video and audio picture slideshow) a plus.

Must handle confidential materials with discretion.

Position Number: 900585

Position Title: College Store/Course Materials Assistant

EDORDA: 311-2110-50200-10-206773-00000

Position Type: None

Department:

Supervisor: Georgia Best

Description:

Position Number: 900727

Position Title: Adv Research Asst - Combelles

EDORDA: 314-2001-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Catherine Combelles

Description: The research assistant will independently carry out experiments investigating oxidative stress during oocyte development. The assistant will prepare for and collect oocytes from bovine ovaries, culture these under various test conditions, and analyze them for oxidants and antioxidants.

Experience

Attention to detail is critical

Ability to dissect and manipulate single oocytes proficiently

Proven proficiency with cell culture and fluorescence imaging techniques

Prior coursework in cell, developmental, and reproductive biology

Familiarity with statistical analysis and PASW

Ability to work closely and effectively with others

Must be organized, self-motivated, and able to troubleshoot and work independently

Position Number: 900850

Position Title: Academic Ceremonies Usher

EDORDA: 311-6102-50200-10-000000-13599

Position Type: None

Department: Events Management

Supervisor: Amy Foote

Description: Ushering for Academic Ceremonies including, but not limited to: Convocation, Baccalaureate, Commencement, Phi Beta Kappa Inductions, Parent housing registration, Inaugurations or any other high profile ceremonial events.

Responsibilities include, but are not limited to:

- Availability for either early arrival or late departure from campus, depending upon the ceremony dates.
- Must be reliable, responsible and punctual
- Appropriate attire is required at all events
- Meet with Commencement coordinator to receive your assignment, and necessary instructions
- Must attend crowd management training (if you are not already trained)
- Assist with pre-event tasks, such as: stuffing envelopes or programs, alphabetizing forms, moving boxes, stuffing lanyards, and room checks
- Assist in the management of late arrivals at housing registration
- Assist lodging guests with luggage as necessary
- Run errands as needed
- Greet parents and provide appropriate directions to their housing assignment
- Knowledge of Commencement weekend schedule, and be able to clearly articulate it to parents and guest. This includes but not limited to: housing, time and details of events or programs, times and locations of dinners and luncheons.
- Assist in pre-arrival check for venue safety compliance as per crowd management guidelines
- Greet families and guest with respect at all events, and usher them to their seats.
- Provide assistance to elderly guest if necessary
- Enforce policies regarding cameras/recording, smoking, food/beverages, latecomer seating, crowd management enforcement, etc.
- Provide emergency announcement when required
- Remain after each event to help guide guests, and provide any necessary instructions to their next activity.
- Assist in cleaning venues as necessary after events, gather lost items to deliver to lost & found
- College van license helpful but not necessary (or willingness to obtain one if needed)
- Knowledge of the town, and local businesses is helpful, but not required
- Do not leave until released by the event supervisor
- Ability to lift up to 50 lbs.

Position Number: 900703

Position Title: Atwater Commons Host

EDORDA: 311-6103-50200-10-000000-13598

Position Type: None

Department: Commons Office - Atwater

Supervisor: Deborah Cousino

Description: Responsibilities:

1. Advance set up of events such as receptions, dinners, etc. mostly at Nichols House. This will include such things as setting tables, arranging serving materials and flowers, and lighting candles.
2. Preparing some food for serving (usually just warming, but could include actual food prep if student is skilled and interested).
3. Taking delivery from caterers, both college and outside. Occasionally working with outside caterers on set up (chafing dishes, for example).
4. Laying out foods and beverages attractively in advance of receptions.
5. Being present during event to help things run smoothly: gathering used dishes, seeing that table is kept tidy, empty plates removed, used glasses removed, helping keep beverages and food available to guests.
6. Loading and running dishwasher. Unloading dishwasher and putting dishes away. Also includes some hand-washing and drying of dishes.
7. Other clean up; packaging returnable containers for return, sorting recycling, bagging and carrying out trash, sweeping floors, wiping counters, etc.

Knowledge/Skills: Basic knowledge of stoves, ovens, and other kitchen equipment.

Position Number: 900465

Position Title: Brainerd Commons Host

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Brainerd

Supervisor: Lesley Mirling

Description: 1. Advance set up of events such as receptions, dinners, etc. at Brainerd Commons House. This might include such things as setting tables, arranging serving materials, etc.

2. Preparing some food for serving (usually just warming). Would need basic knowledge of stoves and ovens and other kitchen equipment.
3. Taking delivery from caterers, both college and outside. Set up chafing dishes.
4. Laying out foods and beverages attractively in advance of receptions.
5. Being present during event to help things run smoothly: gathering used dishes, seeing that table is kept tidy, empty plates removed, used glasses removed, helping keep beverages and food available to guests.
6. Loading and running dishwasher. Unloading dishwasher and putting dishes away.
7. Other clean up—washing caterer’s dishes, organizing returnable containers for return, sorting recycling, bagging and carrying out trash, sweeping floors, etc.

Position Number: 900704

Position Title: Cook Commons Host

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Cook

Supervisor: Linda Schiffer

Description:

Position Number: 900705

Position Title: Ross Commons Host

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Ross

Supervisor: Tania Cantin

Description:

Position Number: 900706

Position Title: Wonnacott Commons Server

EDORDA: 311-6105-50200-10-000000-13599

Position Type: None

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description:

Position Number: 900626

Position Title: Ross Commons Café Co-Manager

EDORDA: 311-6104-50200-10-000000-13599

Position Type: None

Department: Commons Office - Ross

Supervisor: Tania Cantin

Description: Regular duties include:

1. Liaison to Ross Student Council
2. Advance set up of events for FPC; work with RSC for events and approvals (when needed).
3. Work collaboratively with RSC, Ross Faculty Heads, CRD, Commons Coordinator, and the Ross Commons Dining Room Manager (when needed).
4. Organize and Recruit volunteers to help with event details. Including food, entertainment and oversee of volunteers. Work with RSC with budget & event approval. i.e. A Capella groups , musical performances, storytelling, etc.
5. Helpful: to have basic knowledge of stoves and ovens and other kitchen equipment.
6. Be present during event to help things run smoothly: gathering used dishes, seeing that the room is tidy and space respected.
7. Responsible for what happens in the space.
8. Unlock and lock space.
9. Maintain communication with Ross Commons Dining Room Manager, Ross Commons Office Coordinator for space issues and needs. This is a shared space.

Must be dependable, self-motivated, outgoing

Position Number: 900041

Position Title: Cook Commons Office Assistant

EDORDA: 311-6102-50200-10-000000-00000

Position Type: None

Department: Commons Office - Cook

Supervisor: Francisca Drexel

Description: Responsibilities:

The Cook Commons Office Assistant helps the Commons Coordinator in a range of activities including, but not limited to; answering the phone, being the person at the desk to greet people when they come in, answering questions from students as needed, some light filing, etc...

Experience: Should like people. Will train to other tasks as needed.

Knowledge/Skills : Some experience in phone answering, filing, etc...

Position Number: 900144

Position Title: Student Life Deans Office – Allen

EDORDA: 311-6103-50200-10-000000-13599

Position Type: None

Department: Commons Office - Atwater

Supervisor: MariAnn Osborne

Description: Responsibilities: * Friendly greeting to all visitors to the Atwater commons office * Answer telephone * Schedule dean appointments * Announce appointment arrivals to the dean

Position Number: 900146

Position Title: Brainerd Commons Office Assistant

EDORDA: 311-6105-50200-10-000000-00000

Position Type: None

Department: Commons Office - Brainerd

Supervisor: Lesley Mirling

Description: Regular office duties include:

- Answering the telephones
- Greeting walk-ins
- Accurately relay messages

- Keeping track to make sure students borrowing dishes, etc. sign them out
- Running errands
- Being current on campus issues and providing information
- Assisting with office projects/bulletin boards
- Other projects/duties as necessary

Creativity and enthusiasm is a necessity. Must be dependable, self-motivated, outgoing and enjoy helping others.

Position Number: 900383

Position Title: Student Life Deans Office – Stewart

EDORDA: 311-6106-50200-10-000000-13599

Position Type: None

Department: Dean of Students

Supervisor: Taunia Cantin

Description: Regular office duties include: • Maintain Confidentiality- the privacy of those who visit and/or call the office is respected, at all times. • Answering the telephones • Greet all walk-ins to office • Assist with triage of walk-ins • Take messages for Ross Office Staff • Assist in tracking and maintaining students borrowing dishes, games, etc. Sign them out/return • Running errands • Be prepared and available to answer and address questions of general office needs. i.e.; How to attain Letter of Enrollment , How to print, Ski pass letters, What do I need to do, etc. Helpful to be current on campus issues. • Assisting with office projects/bulletin boards • Other projects/duties as necessary Must be dependable, self-motivated, outgoing and enjoy helping others.

Position Number: 900351

Position Title: Wonnocott Commons Office Assistant

EDORDA: 311-6105-50200-10-000000-13599

Position Type: None

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description: Responsibilities:
answer phone, in-person inquiries as needed

assist with student appointments with dean, faculty head

other office projects, as requested

Experience:

previous office experience on campus

previous/current Res Life position

Knowledge/Skills :

member of Wonnacott Commons

office procedures

student issues and appropriate responses

Position Number: 900652

Position Title: Ross Commons Study Monitor

EDORDA: 311-6103-50200-10-000000-00000

Position Type: None

Department: Commons Office - Ross

Supervisor: Tania Cantin

Description: Regular duties include:

- Responsible for what happens in the space.
- Unlock and lock space.
- If printer is used, refill paper trays if they run out.
- Keep space tidy (make sure items are recycled or trashed if needed).
- Other projects/duties as necessary

Must be dependable, self-motivated, outgoing and enjoy helping others.

Position Number: 900620

Position Title: Brainerd Commons Web Assistant

EDORDA: 311-6103-50200-10-000000-00000

Position Type: None

Department: Commons Office - Brainerd

Supervisor: AJ Place

Description: Responsible for managing and maintaining the Brainerd web site including

creating and editing the regularly viewed pages

developing special pages to be viewed during specific times of the year,
i.e. first year seminars, summer first-year info page

communicating with members of the Council and Res Life teams as well
as the general student body about events and collecting reviews and pictures for posting

posting Council minutes

promote upcoming Brainerd functions, attend as many as possible and
promote them on the page

collect information about student issues, i.e. registration, drop/add
period, holiday breaks, etc. and include links to those pages

Position Number: 900500

Position Title: Brainerd Certified Yoga Instructor

EDORDA: 314-5003-50200-10-000000-00000

Position Type: None

Department: Commons Office - Brainerd

Supervisor: Lesley Mirling

Description: Lead students through a 60-minute yoga session weekly that includes both asana (physical postures) and pranayama (breath practice).

The goal of the sessions is to increase student strength, flexibility and mindfulness. Ensure student safety and alignment in all postures.

Experience: Certification in yoga instruction

Position Number: 900625

Position Title: CA Communications Digital Media Intern

EDORDA: 314-1403-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Maggie Paine

Description: The Communications Digital Media Intern will provide technical and user support for Communications, Admissions, and College Advancement.

Work with communications office to to develop high quality videos and multimedia projects for use in the College's admissions, alumni programming, and fundraising efforts.

Access via proper channels, digital editing systems, and other equipment used by the film and media culture department and Media Services.

Provide technical and user support for the above mentioned systems in the production of flash videos for use by clients of the communications office.

Responsible for the storage of audiotape related to the above projects.

Work closely with staff of Media Services, Communications, Admissions, & College Advancement.

Consult with staff in the LIS Operations Cluster, as needed, for above projects.

Experience

Experience in digital multimedia technologies required.

Working and exhibited knowledge of multimedia software and hardware, with specific expertise in Media 100 and FinalCut Pro. Working knowledge of all aspects of audio and video technology and basic knowledge of desktop environment.

The ability to work collaboratively with others, to enjoy ongoing education and development, and enthusiasm.

Position Number: 900542

Position Title: Communications Publications Intern

EDORDA: 314-1401-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Maggie Paine

Description:

Transcribe class notes as needed (type up handwritten notes) and place on Web site.

Assist in writing and reporting for front-of-the-book (College Street) and back-of-the-book (Class Action) sections. Assist in proofreading the magazine. Mail magazine to all magazine contributors after publication. Respond to alumni requests. Assist in assembling school directory. Organize and file photos.

Serve as a reporter during Reunion Weekend, shadowing photographer.

Write captions for Reunion Supplement.

Respond to requests for magazine copies.

Distribute magazines around campus and around town.

Request books from publishers for review.

Organize slides and electronic photos, research caption information, input data and upload images to an electronic archive, interface with other offices on campus using photography, and be prepared to help work through problems in the system as they arise.

Assist art director to set up photo shoots. Scout locations and help photographer during shoots. Ensure photographer (or his/her assistant) gets caption information.

Assist with other publications projects as needed.

Qualifications

Must be highly organized and careful with detail, analytical about processes, and willing to learn the software thoroughly. Previous experience with library science, photography, image scanning, and/or PhotoShop is a plus, but not required. Familiarity with CMS, Dreamweaver, Quark, and InDesign helpful.

Position Number: 900618

Position Title: CA Communications Photography Intern

EDORDA: 314-1401-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Maggie Paine

Description: Upload photo shoots onto the digital archive, Cumulus. Research and add information to the data fields of each photo. Accuracy is very important, and a great deal of detail work is required.

Assist in the creation of a public catalog in Cumulus, which will contain images available for use throughout campus.

Organize our extensive collection of old slides and prints, winnowing down to the images we want to keep and transferring those we do not want to keep to the library. Research skills required.

Assist with photo shoots as needed, accompany the photographer, scout locations, and help get caption information.

Position Number: 900540

Position Title: CA Communications Web Specialist

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Maggie Paine

Description:

- *Carry out design and maintenance of Web sites for the Communications Office
- *Ensures consistency of design, layout and integrity of content across an extensive network of sites.
- *Has basic computer skills, e.g. Microsoft Word, Excel, Outlook, etc.
- *Carries out various forms of graphic design/manipulation for the web using PhotoShop, etc.
- *Transfers content to web from a variety of software programs.
- *Proofreads text.
- *Plays an active role in tracking necessary web updates, taking the initiative to find up-to-date content and prepare it for the web.
- *Directs other students and occasionally staff on web maintenance.
- *Good communication skills are essential.

Education and Training

Experience in web page development required. Strong reading, writing, and editing skills. Web design skills desirable.

Experience

Familiarity with the college's Content Management System (CMS) a plus but we will train the right student to use this system. Experience with PC's, Web development software, scanners, and digital cameras preferred. Ability to prioritize a large number of tasks is essential.

Position Number: 900212

Position Title: CSCI Research Asst/Programmer - Briggs

EDORDA: 311-2139-50200-10-000000-00000

Position Type: None

Department: Computer Science

Supervisor: Amy Rose

Description:

Position Number: 900519

Position Title: CSCI Grader/Tutor

EDORDA: #N/A

Position Type: #N/A

Department: Computer Science

Supervisor: Rebecca Warholic

Description: Responsibilities: The CSCI Grader position is responsible for grading and/or tutoring for one or more Computer Science department classes. Grading responsibilities include collecting and returning accurately graded labs and/or homework assignments in a timely manner. The approximate weekly workload will depend on the class being graded. Tutors are responsible for hosting weekly after-hours (i.e. 7-9pm) tutoring sessions in a specific, consistent location (determined by the professor). Experience Desired: Applicants should have taken at least one (1) Computer Science course to be a grader or tutor. Depending on the course being graded or tutored, more experience may be necessary. Knowledge Desired: Applicants should have, at minimum, a solid understanding of the Computer Science fundamentals (e.g. recursion, iteration, function definitions, variables, algorithmic problem solving skills, program flow, etc). Depending on the course, greater conceptual understanding of Computer Science material may be required.

Position Number: 900533

Position Title: CSCI Program Administrator

EDORDA: #N/A

Position Type: #N/A

Department: Computer Science

Supervisor: Amy Rose

Description:

Position Number: 900226

Position Title: Computer Science Research Assist-Huang

EDORDA: 311-2139-50200-10-510085-00000

Position Type: None

Department:

Supervisor: Tim Huang

Description:

Position Number: 900435

Position Title: CSCI Research Asst - Scharstein

EDORDA: #N/A

Position Type: #N/A

Department: Computer Science

Supervisor: Daniel Scharstein

Description: The job requires advanced programming skills, including programming in Python, Java, C and C++; and web scripting using PHP, Ajax, and MySQL.

Position Number: 900662

Position Title: Computing Lab Assistant

EDORDA: 311-6108-50200-10-610661-00000

Position Type: None

Department:

Supervisor: Brian Foley

Description:

Deliver pre-configured computers, monitors and peripherals to computer labs.

This portion of the position requires daytime work (8:15a-5pm) Mon-Fri, though exact day(s) and time(s) are flexible. The weekly time commitment is 4 hours/week.

Perform daily (Sun - Th.) computer lab checks of all labs maintained by LIS

Check Paper/Toner levels in printers - restock as needed

Organize and clean-up labs as needed

Identify problems, perform basic trouble shooting and report any hardware/software problems to the Lab Manager

Daily lab checks can be done at anytime during the day/evening (Sun - Th.) as long as a class is not in session in a particular lab, the total time required is approx. 1.5-2 hrs, so the weekly time commitment is 10 hours/week.

Position Number: 900053

Position Title: Cook Commons Darkroom Manager

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Commons Office - Cook

Supervisor: Francisca Drexel

Description: Responsibilities:

The Cook Commons Darkroom Manager is responsible for:

- Maintaining the darkroom space
- Mixing chemicals and ensuring safe disposal of chemicals
- Setting up developing and printing stations and enlargers
- Organizing and facilitating workshops for new students and club members
- Keeping inventory on supplies and chemicals and making sure all necessary supplies (paper, developer, fixer, etc.) are in stock
- Holding open hours for developing and printing
- Working closely with supervisor to maintain student membership lists and manage yearly budget
- Organizing other events and activities related to the darkroom

The student Manager will be the on-call person for student needs related to the darkroom.

Qualifications include substantial experience with film photography and darkroom developing/printing; enthusiasm about film photography; ability to work independently; and reliability. Hours are flexible, expected average 5 hours/week.

Note: This position requires the handling of hazardous chemicals. Please wear protective gear, store and dispose of chemicals properly, and ensure that all students who use the darkroom are aware of necessary safety precautions.

Position Number: 900539

Position Title: CTRLR Peer Tutor ACE

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Jennifer Bates

Description: Student candidates for an ACE position must possess the following personal skills to be hired into the position:

Excellent oral communication skills; experience with public speaking; a minimum of a sophomore status; experience in using equipment such as overhead projectors, audio tape recorders, and VCRs; the ability to work well both with authority figures and peers; ability to work individually and as part of a team; ability to take self-initiative as well as being open to supervision and feedback.

Candidates must currently be in good academic standing.

Prior to beginning their work, all ACEs receive 6-8 hours of specific and mandatory training by the Director of Learning Resources in the areas of:

Time Management including semester planning, weekly planning and First Year Seminar project planning.

Stress Reduction-Anxiety Management including understanding and being able to explain to others the impact of stress and high anxiety on academic performance, proficiency in leading stress reduction sessions for others including deep breathing techniques, guided imagery techniques and variations on the Benson Relaxation Response.

Optimum Performance Training including being able to assist students in identifying academic situations which create high anxiety and assisting students in optimizing their performance in these situations.

Study Skills Basics including skills to increase reading speed and comprehension, note taking designed to compound learning, and other select study skills.

ACEs must be able to use these skills in the first-year seminar classroom setting to assist students in First Year Seminar courses. ACEs will also use in workshops settings outside of the classroom and to work one-on-one with students. They must be able to work collaboratively with FYS teachers as well as other members of a resource team for FYS.

They are responsible for making all the necessary arrangements for these various sessions including ordering and setting up equipment, scheduling rooms, etc.

Aces will meet with the Director of Learning Resources and the Student ACE Supervisor on a regular basis throughout the semester.

Position Number: 900555

Position Title: CTRLR ACE Supervisor

EDORDA: 311-2903-50200-10-000000-10620

Position Type: None

Department:

Supervisor: Yonna McShane

Description: The Candidate for the Student ACE Supervisor position will have served as an ACE in the prior year and will fulfill all of the responsibilities of an ACE in the current semester. In addition, the Student ACE Supervisor will assist the Director of Learning Resources in supervising the 23 ACEs and running the ACE program. This will include: meeting with individual ACE for "check-ins" regarding that ACE's work; providing administrative support for the Director of Learning Resources as it relates to the ACE program including typing and e-mail correspondence; assist in organizing training sessions; handling all aspects of time approval of student ACE staff; work with the Director in developing a WEB page for the ACE program; run group meetings with the ACEs in the Director's absence.

Position Number: 900198

Position Title: CTLR Office Assistant

EDORDA: 311-2903-50200-10-000000-10620

Position Type: None

Department:

Supervisor: Joann Brewer

Description:

Staff reception desk during office hours

Assist with opening and closing routine of CTLR

Assist with preparation of materials, including updating documents in Word and Excel, photocopying, and/or taking materials for printing at Reprographics

Update office calendar and academic year planner

Assist with logistics for weekly workshops

Transfer slides to digital files

Assist with data collection, sorting and reporting

Assist with creation of Power Point presentation

Qualifications

Must be able to work with sensitive material

Must be able to work independently

Exceptional organizational skills and attention to detail a must

Excellent computer skills with working knowledge of Excel, data bases, Power Point, some experience with CMS helpful.

Position Number: 900197

Position Title: CTLR Office Assistant Supervisor

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: The student supervisor at the CTLR is responsible for scheduling the student staff for their shifts throughout the semester. They are responsible for meeting with the CTLR coordinator to discuss hiring new students and administrative decisions. The student supervisor is expected to assist with training new hires and to schedule shadowing opportunities for new hires after their initial training. The student supervisor is the main connection between the CTLR coordinator and the student staff to communicate about important events, news, and instructions. The student supervisor must be willing to fill in for their student staff if there is an emergency and the staff member cannot find a sub especially after the daily open hours when the CTLR coordinator is away from campus. The student supervisor needs to be a leader, a flexible employee, and a respectable representation of the Center for Teaching, Learning, & Research at Middlebury College.

- Strong computer skills, including Drupal, MS Word and Excel.
- Ability to maintain confidentiality.
- Ability to prioritize and manage several on-going projects at once.
- The student must be able to shift priorities well in a sometimes fast-paced environment, or work autonomously with a high level of motivation and initiative when quieter, while maintaining respect and courtesy toward the faculty, staff and students who utilize and run the CTLR.
- Required skills: A qualified candidate would be comfortable in a PC environment, have a strong working knowledge of MS Office Suite including EXCEL and Internet navigation.
- Other qualifications: We seek someone who is personable, organized, detail-oriented, flexible, a clear communicator, and able to handle confidential information in a discreet manner.

- Dress on the job: appropriate for professional office work (business casual).

Position Number: 900643

Position Title: CTLR Project Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Joann Brewer

Description: The Center for Teaching, Learning, and Research (CTLR) located in Davis Family Library is seeking a summer student to support professional staff with projects and provide limited reception.

We are looking for someone who can work cooperatively with other students and professional staff and accepts direction from supervisors.

Duties include: monitor progress on projects to meet deadlines, meets with CTLR professional staff regularly for supervision, weekly reports and updates.

Must help organize project materials and be able to work independently once project in underway.

Must be a reliable, hard working, independent worker and respectful of confidentiality. Computer skills: Microsoft Word, Excel, Outlook, Filemaker Pro, and PowerPoint.

Assists CTLR professional staff in the planning, collecting of materials for projects, and meeting project deadlines.

Experience:

- Prior office experience
- Experience manipulating and analyzing data on spreadsheets
- Experience producing reports and graphical representations, such as charts and posters.
- Use of Microsoft Word, Excel, Outlook, and PowerPoint

Position Number: 900589

Position Title: Curricular Technology Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Alex Chapin

Description: Consults with Curricular Technology staff and faculty on curricular technologies. Must be knowledge about various servers running at the college; programming using client-side scripting languages such as html, javascript, and server-side scripting languages such as php; experience with programming languages such as java and c++. Computer Science majors preferred.

Position Number: 900096

Position Title: Curricular Technology Associate

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Alex Chapin

Description: Consults with Curricular Technology staff and faculty on advanced curricular technologies. Must be very knowledge about various servers running at the college; capable of setting up a server, establishing web connectivity to databases, creating dynamic, database-driven websites; programming using client-side scripting languages such as html, javascript, and server-side scripting languages such as php; experience with programming languages such as java and c++. Computer Science majors preferred.

Position Number: 900058

Position Title: DANC Costume Assistant

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Responsibilities: Responsible for maintaining and caring for costume stock of Dance Program. Assist in costuming needs for productions, including alterations and laundry. Update and maintain costume inventory database. There may be opportunities for design and building experience. Experience: Dance or costuming backgrounds helpful. Knowledge/Skills : Knowledge of basic fabric care required. Some basic sewing skills required. Organizational skills required. Must be able to work independently.

Position Number: 900763

Position Title: Dance PAG Technical Director

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Mike Abbatiello

Description: Assist supervisor with scheduling of technical student staff for PAG-supported events. Serve as TD for specific PAG-supported events. Includes coordination with event planners, and supervision of other student technicians. Set up sound system, AV, and/or light board for concerts, plays, lectures, etc. in numerous campus venues, including but not limited to: Chateau, Mead Chapel, McCullough, Pepin Gym, Kenyon Arena, etc. Operate lighting, sound, AV and assistive equipment during events. Break down equipment and store securely after the event. Assist with event management set-up, break-down as necessary. Refocus lights for special events when necessary. Act as liaison with performers who bring their own equipment. Responsible for the proper handling of light board, sound board, spotlights instruments, and other equipment. Advise supervisor of problems, concerns, damage. Act as a resource person for technical sound and lighting questions. Act as "second" certified Crowd Manager Assist supervisor with inventory and maintenance of lighting, sound and other equipment. Experience Experience with lighting, sound and AV equipment, and support for live performances required. Ability to work independently and take initiative. Demonstrated supervisory or leadership ability. Ability to lift and move/carry 50lbs. Be a student in good standing at the College. Completed at least one academic year at Middlebury College Ability to work with people of diverse backgrounds, and communicate clearly. Ability to complete Crowd Management training. Ability to obtain college vehicle license

Position Number: 900059

Position Title: DANC Production Assistant

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Prepare technical elements for dance productions and guest artists, including: hanging/focusing lights, building/installing/removing scenery, some sound mixing/recording, running

crew. Previous experience in technical theater preferred, some lifting/carrying required, evening and weekend availability required. Hours 3 hours per week, more during shows.

Position Number: 900063

Position Title: DANC Sound Technician

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Responsibilities: Design, record, and operate custom sound collages for dance productions. Some live mixing is required. Program and operate QLab: sound and projections playback software. Install video projection systems and/or sound reinforcement systems as required per production. Supervise and train new production assistants. Independently support simple events. Experience: Previous experience with sound design, recording, editing, and engineering required. Prior experience with QLab required. Computer sound editing experience (Garage Band, Audacity) required. Knowledge/Skills : Must have wide knowledge of musical styles and artists. Must be able to operate 16 channel mixing board. Must be able to operate and troubleshoot all recording and playback devices, including amps, speakers, mics, projectors. Knowledge of live sound reinforcement and mixing required. Other: Evening and weekend availability required.

Position Number: 900061

Position Title: DANC Video Editor

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Responsibilities: Work independently to produce edited master archive video for all dance performances. Organize and direct multiple camera video shoots. Videotape dance performances and informal showings. Continue digitizing previously archived materials. Produce and edit video projects as needed. Assist in training less experienced videographers. Manage Dance Program's digital video archives, including uploading, cataloguing, archiving materials. Provide video content upon request to a variety of users in multiple formats, ie DVD, web posting, online file sharing, etc. Qualifications: Must be able to operate HD video equipment. Must be proficient with digital video formats and workflow, including Final Cut Pro X. Knowledge of Adobe Premier or Avid preferred. Previous experience with HD videography and editing required. Experience in videography of dance or sports preferred. Evening and

weekend availability required. Must be able to meet project goals and timelines independently.
Hours: 4 hours per week, or as needed.

Position Number: 900060

Position Title: DANC Videographer

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Videotape dance performances and informal showings. Some editing possibilities exist. Qualifications Previous experience with videography or dance preferred, but not required. Evening and weekend availability required. Hours 2-3 hours per week, or as needed.

Position Number: 900057

Position Title: DANC Office Assistant

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Michael Abbatiello

Description: Assist in various clerical tasks in the Dance Program office, including filing, copying, database management, and publicity. Afternoon availability preferred. Hours 4 hours per week

Position Number: 900177

Position Title: DANC Program PE Instructor

EDORDA: #N/A

Position Type: #N/A

Department: Dance

Supervisor: Mike Abbatiello

Description: Assist Ballet Instructor Barbara Doyle Wilch Ballet technique and training of 5 years at minimum
Other: Offer of employment is contingent upon the successful completion of a criminal background check.

Position Number: 900498

Position Title: Dean of College Multimedia Supervisor

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Karen White

Description:

Position Number: 900497

Position Title: Dean of College Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Karen White

Description:

Position Number: 900284

Position Title: Dean of College Tech Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Karen White

Description:

Position Number: 900676

Position Title: Digital Bridges Festival Assistant

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Marianne Osborne

Description:

Position Number: 900537

Position Title: CCE Film Project Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Tiffany Sargent

Description: Student with filming and post-production editing skills to record students commentary, edit images into the footage and produce final product in format for posting on website.

Ideal candidate is Film Studies major or student worker of Media Services.

Position Number: 900436

Position Title: Digital Bridges Research Intern

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Marianne Osborne

Description:

Position Number: 900349

Position Title: Digital Bridges Webmaster

EDORDA: 311-3331-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Marianne Osborne

Description: The DigitalBridges2.0 webmaster will re-design, update and keep current the DigitalBridges2.0 website (www.digitalbridges20.net). The site is crucial for the operation of the DigitalBridges2.0 program, and thus expertise is needed to ensure its effectiveness and usability. Webmasters will work with Prof. Michael Claudon (Economics) and the DigitalBridges2.0 Program Director to execute the program's web presence and needs. The webmaster must have knowledge of web programming platforms such as HTML, Dreamweaver, and Javascript. They will be responsible for the back end programming aspect of the website design, as well as the general feel and creative style of the site. This position must be available to make changes on the website on a regular basis to keep it current and up-to-date.

Position Number: 900700

Position Title: On Call Dining Catering

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Debra Mallott

Description: Performs all front of house activities at catered events including room and table set up, break down/cleanup of room, table service, buffet service and beverage service. Back of the House participation may be requested when appropriate. Performs all duties while maintaining a friendly and courteous demeanor to appropriately represent Middlebury College at functions. Essential Functions • Works individually or in a group to ensure proper service methods and procedures are delivered for all catered events. Teamwork is essential. • Responsible for ensuring that the function room is set and food service is ready before guests arrive. • Provides the catered event services including working with food items, bar area set-up and service, cleanup and breakdown. • Must have knowledge of the flow and direction of the event. • Must be able to work quickly and carefully while carrying trays of plated food with a pleasant and professional demeanor. • Use effective communication when speaking with guests, fellow wait staff, the kitchen or the managers. • Knowledge of all the menu items is necessary for each function. Being able to identify and communicate potential allergens to guests is extremely important. • Promotes a comfortable environment for guests. • Follows direction of the Dining Room Manager as to the pace and timing of service, anticipates needs and thinks ahead to reduce potential sources of conflict. General Responsibilities • Assumes responsibility for the care, upkeep and of all Middlebury College catering and kitchen spaces and all equipment during catering functions. • Must have knowledge of the flow of a function and be able to adjust as necessary and on a moment's notice. Flexibility is required. • If event takes place outside of Atwater Dining, it may be necessary

to return to Atwater to continue cleanup activities. Education • Requires a high school diploma or equivalent experience. • Must possess a valid Vermont State Department of Liquor Control certificate. Middlebury College will make this opportunity available to you by providing a class format opportunity and/or online course. Fully trained on call staff must complete the in person course at least one time in their on-call career. This in person course must be completed within the first year of employment. Minimally, successful completion of the online course is required prior to working. The in person class is available at many locations across the state during the year. • Knowledge, Skills and Abilities Must have knowledge of proper serving techniques and standards. Must have a basic knowledge of food safety and sanitation. Demonstration of understanding the Catering Training Handbook is required as well as attendance at one in person Middlebury Catering training annually.

Position Number: 900064

Position Title: Proctor Dining Baker's Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Chris Laframboise

Description: Assists in the preparation of quality baked goods. Prepares pies, donuts, cakes, breads, cookies and other bakery goods according to order forms.Prepares platters of baked goods for catering functions.Cleans work area according to sanitation standards to include equipment, ovens, counters and floors.

Position Number: 900601

Position Title: Dining Baker's Helper-Atwater

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Ian Martin

Description:

Assists in the preparation of quality baked goods. Prepares pies, donuts, cakes, breads, cookies and other bakery goods according to order forms.

Prepares platters of baked goods for catering functions.

Cleans work area according to sanitation standards to include equipment, ovens, counters and floors.

Position Number: 900600

Position Title: Dining Baker's Helper-Ross

EDORDA: 314-3331-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Tammy Iffland

Description: Assists in the preparation of quality baked goods. Prepares pies, donuts, cakes, breads, cookies and other bakery goods according to order forms. Prepares platters of baked goods for catering functions. Cleans work area according to sanitation standards to include equipment, ovens, counters and floors.

Position Number: 900753

Position Title: Atwater Dining CBORD Menu Operator

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Ian Martin

Description: Data entry into the Dining Services software program (CBORD) that manages recipes and menus in each Dining Hall. The chef will provide recipes that need to be inserted into the program, reviewed and revised throughout the year. The chef's 5-week menu cycle will also need to be inserted, reviewed and revised.

Experience

Computer experience required, though not necessarily with this software. A passion for food that allows translation of recipes into a template that the cooks can reproduce for a specific menu.

Knowledge

Competence with cooking helpful that will allow the individual to understand the culinary process or action that is being written about. Some mathematical skills required to enlarge or reduce ingredients within a recipe. Time management skills to produce the required work within appropriate time frames.

Other

Ability to work without close supervision. Must be relied upon to check in with the chefs to determine the amount of information that needs to be inserted.

Position Number: 900752

Position Title: Proctor Dining CBORD Menu Operator

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Richard O'Donohue

Description: Data entry into the Dining Services software program (CBORD) that manages recipes and menus in each Dining Hall. The chef will provide recipes that need to be inserted into the program, reviewed and revised throughout the year. The chef's 5-week menu cycle will also need to be inserted, reviewed and revised.

Experience

Computer experience required, though not necessarily with this software. A passion for food that allows translation of recipes into a template that the cooks can reproduce for a specific menu.

Knowledge

Competence with cooking helpful that will allow the individual to understand the culinary process or action that is being written about. Some mathematical skills required to enlarge or reduce ingredients within a recipe. Time management skills to produce the required work within appropriate time frames.

Other

Ability to work without close supervision. Must be relied upon to check in with the chefs to determine the amount of information that needs to be inserted.

Position Number: 900751

Position Title: Ross Dining CBORD Menu Operator

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Chris Laframboise

Description: Data entry into the Dining Services software program (CBORD) that manages recipes and menus in each Dining Hall. The chef will provide recipes that need to be inserted into the program, reviewed and revised throughout the year. The chef's 5-week menu cycle will also need to be inserted, reviewed and revised.

Experience

Computer experience required, though not necessarily with this software. A passion for food that allows translation of recipes into a template that the cooks can reproduce for a specific menu.

Knowledge

Competence with cooking helpful that will allow the individual to understand the culinary process or action that is being written about. Some mathematical skills required to enlarge or reduce ingredients within a recipe. Time management skills to produce the required work within appropriate time frames.

Other

Ability to work without close supervision. Must be relied upon to check in with the chefs to determine the amount of information that needs to be inserted.

Position Number: 900740

Position Title: Crossroads Café Accounts Manager

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

-Supervising Crossroads Cafe receiver -Pricing variable inputs -Tracking food, labor and equipment expenditures and sales revenue -Analyzing sales and expenses to create recommendations to maximize profitability -Generating sales forecasts.

Experience

Must be detail oriented and willing to take direction, able to work without direct supervision, and possess initiative. Word processing and database management; web skills a plus

Position Number: 900811

Position Title: Crossroads Café Baker

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description:

Position Number: 900773

Position Title: Crossroads Café Cashier

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

- Operate cash register at Crossroads Cafe
- Restock fridges, freezers, soft-serve machine and dry storage
- Clean and sanitize tables

Experience

No experience necessary. Training will be provided.

Position Number: 900750

Position Title: Crossroads Café Catering Director

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: -Offers and provides catering services for all events requiring in the Crossroads Café. The Crossroads maintains the exclusive privilege to provide food and beverage services for all student events. Any event hosted by the administration has the option to select catering services from any authorized Middlebury provider. Because of the exclusivity arrangement, it is necessary that all student food requests are responded to and fulfilled in a timely manner.

-Organizes and oversees any Crossroads catering to locations outside of the Crossroads Café. All catering and event planning should also include a plan for cleaning up.

-Creates, updates and maintains a menu of catering items that 1) remains consistent with the Crossroads mission of healthy and/or local food, 2) has a wide variety of offerings in both taste and affordability, 3) is affordable to clients, 4) is simple enough to be prepared by cooks without formal culinary training.

-Focuses on the appearance and presentation of all catering services.

-Requests ingredients and products from Inventory Manager.

-Interviews, hires, and trains Catering Staff.

-Oversees catering staff. Enforces proper food cooking, handling and serving methods.

Reports to: Crossroads Café Manager

Places orders through: Inventory Manager

Oversees: Crossroads Catering Staff (B level)

Experience

Previous employment at the Crossroads Cafe desired.

Knowledge

Food Holding, Sanitation ServSafe certification. This position also requires a keen eye for detail and proper presentation.

Position Number: 900741

Position Title: Crossroads Café Outreach Director

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: -Finding local products to feature at the Crossroads Cafe -Establishing strong, professional connections with local vendors and community groups -Working with students and student groups to book and schedule events for the venue -Coordinating with MCAB, SGA to make use of the space

Experience

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; patience and the ability to seek alternative solutions to unforeseen problems; positive attitude and interest in learning, thinking creatively, and working as a member of a team.

Position Number: 900742

Position Title: Crossroads Café Executive Cook

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

- Creates food menu and Grab & Go menu. This includes menu item names and price suggestions.
- Creates protocol for serving methods and portions. Such protocol should be created in conjunction with Crossroads Café Serving Staff Supervisor and Crossroads Café Serving Staff Coordinator.
- Oversees the production of all menu food items at the Crossroads Café.
- Oversees all Crossroads Café Kitchen Helpers and the Crossroads Café Baker.
- Schedules all Kitchen Helpers. Scheduled hours should not exceed the number budgeted by Manager.
- Checks in regularly (no less than three times a week) to ensure adequate stock and supply of both prepped and unprepped food. Executive Chef should pay particular attention to Grab & Go sales quantities.
- Works at least two non-consecutive, regularly scheduled prep shifts each week.
- Enforces food handling and sanitation standards.
- Maintains a clean prep environment and enforces proper cleaning of prep space.
- Submits order requests to Crossroads Inventory Manager.
- Interviews, hires and trains Kitchen Helpers.

-Executive Chef should not be involved in Crossroads Catering or Specialty Nights unless help is requested by Crossroads Director of Catering or Specialty Chef.

Reports to: Crossroads Café Manager

Places orders through: Inventory Manager

Oversees: Crossroads Café Kitchen Helper (B), Crossroads Café Baker (B)

Experience

Executive chef must have a strong culinary background.

Knowledge

Knowledge of food handling and storage. ServSafe certification required.

Position Number: 900766

Position Title: Crossroads Café Graphic & Web Designer

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: -Designs and creates promotional material for the Crossroads Café at the request of the Manager.

-Makes an effort to make all material consistent in technique and style.

-Offers suggestions for printing/publishing technique.

-Offers suggestions for future marketing/promotional strategies.

Reports to: Manager

Knowledge

No specific knowledge required, but an artistic portfolio is expected upon application for this job.

Other

Expected hours per week: 1-5

Position Number: 900067

Position Title: Crossroads Café Helper

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

- Works regularly scheduled shifts as decided by the Crossroads Café Executive Chef.
- Prepares a variety of sauces, vegetables, meats and toppings for the Crossroads Café food menu.
- Prepares Grab & Go food items.
- Maintains a safe and sanitary prep environment.
- Washes dishes and cleans prep space after use.
- Practices good food storage technique by wrapping and labeling all food items, and storing them only in their designated space, as determined by Inventory Manager.

Reports to: Crossroads Café Executive Chef

Knowledge Required: Kitchen Helpers should be familiar with basic kitchen practices and should be trained in basic food safety information by Exec Chef.

Other

Expected Hours per Week: 3-7

Position Number: 900756

Position Title: Crossroads Café Inventory Manager

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: -Place all product orders through vendors, suppliers and distributors.

-Receive and organize all shipments on the day of their delivery.

-Maintain an updated product price list.

-Maintain an organized record of product invoices.

-Take a physical inventory once every week.

-Maintain an organizational system for all Crossroads products. This includes frequent cleaning (no less than three times a week) and stocking of the walk-in fridge and dry storage room. Key responsibilities include disposal of old or expired food, enforcing a clear first-in-first-out use policy, and maintaining safe and sanitary storage conditions.

Reports to: Crossroads Café Manager

Receives product order requests from: Executive Chef, Director of Catering, Baker (B)

Oversees: No staff directly under this position, however Inventory Manager should direct Executive Chef and Serving Staff Supervisor to enforce inventory policies among members of their staff.

Experience

Must be familiar with Microsoft Excel

Knowledge

Food Storage of ServSafe

Other

Must be able to work a minimum of 4-10 hours a week. Must be available to work early mornings (before 8:30) at least three days a week. Must be very reliable and punctual.

Position Number: 900065

Position Title: Crossroads Café Manager

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Creates schedule for prep cooks and when food will be prepped.

Determines what quantities of food items should be prepped. This requires careful analysis of food waste and previous sales data and experience.

Communicates with prep cooks, inventory manager and serving managers to scale down production of food prior to breaks to minimize food waste.

Regularly communicates with prep cooks to ensure that food is being made properly and at the correct quantity.

Periodically assesses menu and makes any necessary changes based on demand. If any changes should be made, discussion and agreement with the Crossroads Culinary Advisor is needed.

Oversees production of all menu food items and ensures consistency of food prepped and served. This requires periodically checking both prep and serving.

Enforces food handling and sanitation standards.

Interviews and hires prep cooks, along with the Crossroads Culinary Advisor.

Maintains a clean prep environment and enforces proper cleaning of prep space.

Acts as a liaison between managers and ensures proper communication between all managers. Sets up weekly manager meetings and records all things discussed during meetings.

Meets regularly with general manager of retail food operations, as well as AM and PM managers of retail food operations, to discuss operations and finances of Crossroads.

Experience

Experience with excel and small businesses.

Leadership skills are recommended.

Experience with restaurant operations is a plus.

Other

Large time commitment; must be available (not necessarily physically) at most times during the day for emergencies and problems, or be able to quickly respond and address issues.

Position Number: 900738

Position Title: Crossroads Café Receiver

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

-Works with Accounts Manager to take physical inventory of all Crossroads inventory -Documents current levels of supply -Places orders for foods, beverages and non-consumables -Communicates with executive chef and serving staff supervisor to ensure a constant stock of inventory

Experience

Experience with ordering software programs helpful, but not required.

Position Number: 900107

Position Title: Crossroads Café Server

EDORDA: 314-3322-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

-Works shifts at the Crossroads Café as scheduled by the Crossroads Café Serving Staff Coordinator.

-Makes coffees, smoothies, shakes and food items off the Crossroads menu.

-When no Crossroads Café Cashier (A Level) is present, Crossroads Servers are expected to operate cash register.

-Maintains a safe and sanitary work environment.

-Interacts with customers in a friendly and engaging manner

-During moments of downtime, Servers are expected to: clean fridges and counters, organize paper products, restock cups and silverware, wash dishes, restock all menu items and perform server prep including, but not limited to: filling tea bags, slicing and freezing fruit, checking dates on Grab & Go items.

-If working an Opening Shift, responsibilities also include preparing the space, turning on equipment and retrieving the cash drawer.

-If working a Closing Shift, responsibilities also include cleaning tables, storing equipment, wrapping food, removing trash and compost, and turning off equipment.

Reports to: Serving Staff Coordinator (Scheduling, General Issues), Serving Staff Supervisor (Space Organization/Cleaning, General Issues)

Experience

Previous culinary or food service experience preferred, but not required

Previous work experience highly preferred

Other

Must be able to work in a group

Must be energetic, social, and willing to interact with customers

Must be able to perform under pressure

Employees may be eligible for promotions into supervisor and management roles

Position Number: 900739

Position Title: Crossroads Café Serving Staff Supervisor

EDORDA: 314-3310-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

- Creates a general set of serving standards and expectations in conjunction with Serving Staff Coordinator.
- Organizes the Crossroads Café serving space. This includes organization of countertops, appliances, fridges, freezer and shelves. Organization system must be consistently enforced.
- Checks all areas of serving space on a regular basis to maintain a clean and sanitary serving environment.
- Oversees serving staff
- Enforces dress code and serving standards.
- Enforces proper sanitation methods and practices.
- Submits new food menu suggestions to Executive Chef and new drink menu suggestions to Crossroads Manager.
- Oversees closing shift 3 nights a week. Serving Staff Supervisor will also be responsible for covering any unfilled missed shifts during the days they are responsible for closing.
- Holds a minimum of one regularly scheduled shift each week.
- Ensures old and expired food within the serving space is disposed of on a regular basis.

Reports to: Crossroads CafÃ© Manager

Works directly with: Crossroads CafÃ© Serving Staff Coordinator

Oversees: Serving Staff

Experience

Serving experience required. Knowledge of espresso machine and components. Basic math skills.

Knowledge

Food handling knowledge and ServSafe certification required.

Position Number: 900334

Position Title: Dining Data Entry

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor:

Description:

Position Number: 900433

Position Title: Dining Delivery/Pick-up Driver

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor:

Description: Delivery and pick-up of Dining Services food and supplies from Dining facilities and Commons houses using a College vehicle. Hours are Monday through Friday, 3PM-6PM. A College 15-passenger van license is required to operate the vehicle, and students must meet the qualifications for obtaining one, which are:

At least 18 years of age.

Had a valid driver's license for at least three years.

Position Number: 900068

Position Title: Proctor Dining Dishwasher

EDORDA: 314-3333-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Dawn Boise

Description: Dishwasher Responsibilities

Maintains clean, sanitary stock of dishes and utensils.

Loads soiled dishes into dish rack and prepares dish machine for set cycle. Loads appropriate soap levels and time cycle.

Runs dishes through cycle.

Unloads and stacks dishes and glassware in appropriate storage area.

Sorts silverware and utensils and places them safely in proper storage area.

Distributes clean dishes and utensils to proper areas as needed throughout the shift.

Operates dish washing equipment in a safe manner.

Maintains a clean, sanitary work area and ensures safe storage of dish carts and related supplies.

Removes garbage from area at end of shift.

Server Responsibilities

Performs a variety of functions in the dining hall area.

Sets up the dining hall for each meal i.e. food in serving containers and utensils in server area.

Maintains attractive and clean serving line, salad area, and beverage area.

Busses and wipes tables.

Replenishes food items as necessary, including salad bar ingredients, bread, fruits, desserts, etc., during meal.

Cleans serving area after each meal and restocks dispensers and other supplies.

Performs other related tasks as assigned by supervisor.

Position Number: 900431

Position Title: Ross Dining Servery Worker

EDORDA: 314-3331-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Brent Simons

Description: Responsibilities:

Performs a variety of jobs in the dining room to ensure a pleasing and positive dining experience.

- Fills, cleans and maintains the various cold food buffets.
- Cleans and maintains the hot food service lines.
- Cleans and maintains various dining room workstations; beverage area, deli bar, etc.
- Washes tables and cleans up messes to maintain the appearance of the dining room.
- Other duties as assigned in helping the department in maintaining its mission.

Experience Desired: Restaurant waitstaff

Knowledge Desired: Food safety; critical temperatures, etc.

Position Number: 900602

Position Title: Atwater Dining Dishwasher

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description: Dishwasher Responsibilities

Maintains clean, sanitary stock of dishes and utensils.

Loads soiled dishes into dish rack and prepares dish machine for set cycle. Loads appropriate soap levels and time cycle.

Runs dishes through cycle.

Unloads and stacks dishes and glassware in appropriate storage area.

Sorts silverware and utensils and places them safely in proper storage area.

Distributes clean dishes and utensils to proper areas as needed throughout the shift.

Operates dish washing equipment in a safe manner.

Maintains a clean, sanitary work area and ensures safe storage of dish carts and related supplies.

Removes garbage from area at end of shift.

Servery Responsibilities

Performs a variety of functions in the dining hall area.

Sets up the dining hall for each meal i.e. food in serving containers and utensils in servery area.

Maintains attractive and clean serving line, salad area, and beverage area.

Busses and wipes tables.

Replenishes food items as necessary, including salad bar ingredients, bread, fruits, desserts, etc., during meal.

Cleans serving area after each meal and restocks dispensers and other supplies.

Performs other related tasks as assigned by supervisor.

Position Number: 900604

Position Title: Dining DOLCI Dishwasher

EDORDA: 311-6108-50200-10-000000-13919

Position Type: None

Department: Dining Services

Supervisor: Ian Martin

Description:

Position Number: 900193

Position Title: Dolci Manager

EDORDA: 314-3331-50200-10-000000-13919

Position Type: None

Department: Dining Services

Supervisor: Ian Martin

Description: Responsibilities: * Organize the student organization, maintaining it operates smoothly * Weekly hiring of students for kitchen positions * Management of ticket distribution * Active management of meals in-service * Act as liaison between Dining Services staff and student workers * Apply for continued funds from the SGA * Oversight of the organization's budget

Position Number: 900603

Position Title: Dolci Waiter/Cook

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Ian Martin

Description: Responsibilities: Dolci waiters and cooks are hired on a meal-by-meal basis to help facilitate the serving and cooking of the dinner respectively. Students in this position must take direction easily, be able to work hard under pressure in a fast-paced environment, be able to be consistent in small, repeated tasks, have some knowledge of kitchen environments, and be willing to engage in cleaning of the facilities after the meal has been served.

Position Number: 900545

Position Title: Dining Door Monitor

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor:

Description:

Must be available during meal-times - 7-9:30, 11:30 - 1:30, 5pm - 8pm

Monitor student traffic coming into and out of the dining hall

Keep a count of students entering the dining hall for the meal period

Request to see ID card for all students coming into the dining hall

Process credit/debit card for guests

Monitor students leaving the dining hall

Students may leave with only a beverage (in approved containers) and one fruit

Students may not take dishes out of the dining hall

In some selected locations, students may be allowed to take trays into an adjoining room if they sign out their dishes and then sign them back in.

This is not a "study" position. Student workers are not allowed to read or do other schoolwork while on the job. Apply by contacting the Commons Dining Room Manager in the dining halls (Kit Quesnel, Proctor x5348, Brent Simons, Ross x5967, Dawn Boise, Atwater x5145)

Position Number: 900607

Position Title: Dining Door Monitor - Atwater

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description:

Must be available during meal-times - 7-9:30, 11:30 - 1:30, 5pm - 8pm
Monitor student traffic coming into and out of the dining hall
Keep a count of students entering the dining hall for the meal period
Request to see ID card for all students coming into the dining hall
Process credit/debit card for guests

This is not a "study" position. Student workers are not allowed to read or do other schoolwork while on the job.

Position Number: 900326

Position Title: Dining Events Office Clerk

EDORDA: 314-3331-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Debra Mallott

Description:

Position Number: 900035

Position Title: Dining Events Team Member

EDORDA: 314-3321-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Debra Mallott

Description: Assists at catered functions in various capacities to ensure smooth service. Assists throughout Dining event in one or more of the following areas: Sets up dining area with appropriate table settings Ensures tables are set according to proper standards Serves entrees, desserts and coffee as necessary Clears tables in appropriate manner and in accordance with standards Assists in kitchen, servery and dishroom Attends training sessions Adheres to dress code Cleans dishes and kitchen equipment as necessary Maintains clean, sanitary stock of dishes and utensils. Loads soiled dishes into dish rack and prepares dish machine for set cycle. Loads appropriate soap levels and time cycle. Runs dishes through cycle. Unloads and stacks dishes and glassware in appropriate storage area. Sorts silverware and utensils and places them safely in proper storage area. Removes garbage from area at end of shift. Must attend Dining Events service workshop to be trained in proper service standards and room setup. Bartenders will be provided with Department of Liquor Control training for compliance with laws concerning the serving of alcoholic beverages and would be paid at the bartending rate. Previous wait staff experience preferred.

Position Number: 900070

Position Title: Grille Kitchen Helper

EDORDA: 314-3321-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Overview: The Grille is a high volume, fast-paced restaurant that is open for lunch, dinner and late night dining. Due to the customer service, nature of this position, homework, laptops and other personal electronic devices are not allowed while working.

Requirements:

- Must be physically able to lift 10-15 lbs. many times each shift and up to 45 lbs. once a day.
- Must be able to push and pull up to 25 lbs. occasionally.

- Requires frequent overhead reaching and bending.
- This job requires long periods of time standing.
- Good math skills and proper cash handling is essential
- Prior cashier training helpful, but not necessary.

Position Summary:

- Greets customers and assists them as needed
- Process sales in a quick and courteous manner
- Assists with food prep, Grab and Go, Catering events and other duties as assigned
- Maintains a clean and sanitary work area throughout your shift including dining room, garbage's, bussing stations, counters, floors, dishes.

Position Number: 900812

Position Title: Grille Programming Coordinator

EDORDA: 314-3310-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Plan and execute concerts in the Grille stage area for Friday and Saturday nights throughout the academic year.

Oversee/coordinate regular Grille performance series.

Locate talent for the space.

Field promotional material for appropriateness for venue and fees.

Negotiation and contracting (scheduling, booking, fee, and hospitality).

Review contract details (completion of forms and required College signatures).

Manage technical requirements, such as scheduling and sound checks.

Host events by meeting the talent, setting up meal needs, ensuring hospitality, etc.

Coordinate and design marketing for performances (print, web).

Knowledge

Some experience in the arts. Connected to student groups to book events. Some sales experience to be able reach out to community bands and events to book in the Grille stage.

Position Number: 900225

Position Title: Dining IT Assistant

EDORDA: 314-3331-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Lisa Reynolds

Description: Assists the Dining Information Technology Manager in working with recipe creation software to create new menu items and update existing items. Review inventory items for accuracy. Link items between the main inventory system and the Catering database. Qualifications Demonstrated willingness and capability to take on special projects, good customer service skills and good organization and time management.

Position Number: 900608

Position Title: Atwater Dining Kitchen Helper

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Ian Martin

Description: This Dining position is approved at the wage of 14.50\$ per hour to support positions critical to campus operations. • Assists in prepping and cooking items according to meal schedule. • Preps vegetables, fruits, and food items for all aspects of the operation. • Maintains a clean and sanitary work area and uses proper precautions to ensure fresh and clean product. • Assists cooks, kitchen workers and performs other duties as necessary. • Cleans work areas, including counters, floors, dishes and related equipment and ensures they are in proper sanitary condition. • At times, this position will perform as a recipe scribe by following cooks and recording production recipes accurately so that they are ready for data entry into the Dining Services software program (EATEC). The chef will provide blank recipe templates with ingredients so that the scribe can record quantities, cooking method and recipe yields. • Preference given to those with restaurant and food prep experience but willing to train the right, eager applicants. • Must be available for at least a two hour shift between 6am and 3pm. Dishwasher Responsibilities • Maintains clean, sanitary stock of dishes and utensils. • Loads soiled dishes into dish rack and prepares dish machine for set cycle. Loads appropriate soap levels and time cycle. • Runs dishes through cycle. • Unloads and stacks dishes and glassware in appropriate storage area. • Sorts silverware and utensils and

places them safely in proper storage area. • Distributes clean dishes and utensils to proper areas as needed throughout the shift. • Operates dish washing equipment in a safe manner. • Maintains a clean, sanitary work area and ensures safe storage of dish carts and related supplies. • Removes garbage from area at end of shift.

Position Number: 900638

Position Title: Dining Kitchen Helper - Bread Loaf

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900609

Position Title: Proctor Dining Kitchen Helper

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Chris Laframboise

Description: Assists in prepping and cooking items according to meal schedule.Preps vegetables, fruits, and food items for use in prepared salads and stock items for the salad bar area.Maintains a clean and sanitary work area and uses proper precautions to ensure fresh and clean product. Assists cooks, kitchen workers and performs other duties as necessary. Cleans work areas, including counters, floors, dishes and related equipment and ensures they are in proper sanitary condition.

Position Number: 900665

Position Title: Kosher Kitchen Helper

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Bo Cleveland

Description:

Assists in prepping and cooking items according to meal schedule and dietary laws.

Preps vegetables, fruits, and food items for use in prepared salads and stock items for the salad bar area.

Maintains a clean and sanitary work area and uses proper precautions to ensure fresh and clean product.

Assists cooks, kitchen workers and performs other duties as necessary.

Cleans work areas, including counters, floors, dishes and related equipment and ensures they are in proper sanitary condition.

Qualifications Must have extensive knowledge of how to prepare foods according to Jewish dietary laws of Kashrut.

Position Number: 900194

Position Title: Proctor Dining Language Table Dishwasher

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description:

Maintains clean, sanitary stock of dishes and utensils.

Loads soiled dishes into dish rack and prepares dish machine for set cycle. Loads appropriate soap levels and time cycle.

Runs dishes through cycle.

Unloads and stacks dishes and glassware in appropriate storage area.

Sorts silverware and utensils and places them safely in proper storage area.

Distributes clean dishes and utensils to proper areas as needed throughout the shift.

Operates dish washing equipment in a safe manner.

Maintains a clean, sanitary work area and ensures safe storage of dish carts and related supplies.

Removes garbage from area at end of shift.

Assist in all other areas as requested.

Position Number: 900605

Position Title: Dining Language Table Dishwasher/Waiter - Ross

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Brent Simons

Description:

Position Number: 900624

Position Title: Proctor Dining Language Table Head Waiter

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description:

Position Number: 900335

Position Title: Dining Language Table Head Waiter - Ross

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Brent Simons

Description:

Position Number: 900434

Position Title: Proctor Dining Language Table Student Manager

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description: Communicates with the Dining Events Managers for direction, service standards, responsibilities, scheduling, payroll, meetings, menu requests, feedback from students and faculty.

Does the hiring of the wait staff, dishwashers and head waiters.

Is responsible for the set up and clean up of Language Tables.

Creates the server, head waiter schedule for the entire semester and/or year.

Responsible for covering shifts if servers cannot meet the scheduled requirements.

Position Number: 900606

Position Title: Dining Language Table Student Manager - Ross

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Brent Simons

Description:

Communicates with the Dining Events Managers for direction, service standards, responsibilities, scheduling, payroll, meetings, menu requests, feedback from students and faculty.

Does the hiring of the wait staff, dishwashers and head waiters.

Is responsible for the set up and clean up of Language Tables.

Creates the server, head waiter schedule for the entire semester and/or year.

Responsible for covering shifts if servers cannot meet the scheduled requirements.

Position Number: 900192

Position Title: Proctor Dining Language Table Waiter

EDORDA: 314-3326-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Dawn Boise

Description: Setting up tables, serving food and drinks, and clearing tables.

Qualifications

Fluent in the language for which you are applying. Committed and work well in a team environment. No previous experience necessary. Each shift is 2 hours, but flexible.

Position Number: 900069

Position Title: Retail Foods Ops Main Library Café Assistant

EDORDA: 314-3323-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Overview: Wilson Café is a high volume fast-paced coffee and sandwich shop. Due to the customer service, nature of this position, homework, laptops and other personal electronic devices are not allowed while working.

Requirements:

- Must be physically able to lift 10-15 lbs. many times each shift and up to 45 lbs. once a day.
- Must be able to push and pull up to 25 lbs. occasionally.
- Requires frequent overhead reaching and bending.
- This job requires long periods of time standing.
- Good math skills and proper cash handling is essential
- Prior cashier training helpful, but not necessary.

Position Summary:

- Greets customers, prepares beverages to order, assembles bagel sandwiches
- Process sales in a quick and courteous manner.
- Constantly stocking shelves, beverage coolers, coffee, etc.
- Maintain an orderly area during shift.
- Clean work area after shift.

Position Number: 900106

Position Title: Midd-Xpress Store Clerk

EDORDA: 314-3320-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen laFlamme

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Overview: Midd Xpress convenience store is a high volume fast-paced environment. Due to the customer service, nature of this position, homework, laptops and other personal electronic devices are not allowed while working.

Requirements:

- Must be physically able to lift 10-15 lbs. many times each shift and up to 45 lbs. once a day.
- Must be able to push and pull up to 25 lbs. occasionally.
- Requires frequent overhead reaching and bending.
- This job requires long periods of time standing.
- Good math skills and proper cash handling is essential
- Prior cashier training helpful, but not necessary.

Position Summary:

- Greets customers and assists them as needed
- Process sales in a quick and courteous manner.
- Constantly stocking shelves, beverage coolers, coffee, etc.

- Maintain an orderly area during shift.
- Clean work area after shift.

Position Number: 900348

Position Title: Dining Rehearsals Café Asst

EDORDA: 314-3332-50200-10-000000-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Greet customers, prepare and serve smoothies, Juices and Coffee Drinks, re-stock food items, operate cash register.

Qualifications Friendly personality a must. Previous restaurant experience helpful.

Position Number: 900072

Position Title: Proctor Dining Servery Worker

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Dawn Boise

Description: Performs a variety of functions in the dining room area to ensure that all food items are available to the students and that the area is neat, clean and attractive. Keeps salad and serving area stocked throughout serving period. Maintains accurate count of students served and cash collected.

Position Number: 900639

Position Title: Dining Student Bartender

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Bo Cleveland

Description: Serve wine and bottled or draft beer at licensed parties on campus. Properly check IDs of patrons to verify legal drinking age. Limit problems and liability related to excessive drinking by limiting alcohol consumption by patrons. Student Bartender must have great customer service skills, good judgment and decision making abilities. Previous direct interaction with public desired.

Vermont has various laws regulating the legal age an individual needs to be to consume, sell, or serve alcoholic beverages and other regulations regarding the sale and service of alcoholic beverages. Vermont requires that all alcohol sellers/servers and bartenders become certified.

The Student Bartender will be required to attend the Department of Liquor Control Licensing Course prior to serving alcohol. This service is provided by Dining Events. The Vermont course will cover topics such as how to spot someone who has been drinking too much, how to properly check IDs, and the responsibilities/liabilities of the server.

Position Number: 900640

Position Title: Dining Student Bartender Manager

EDORDA: 314-3333-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Bo Cleveland

Description:

Position Number: 900473

Position Title: Ross Dining Kitchen Helper

EDORDA: 311-2901-50200-10-530006-00000

Position Type: None

Department: Dining Services

Supervisor: Tammy iffland

Description: Assists in prepping and cooking items according to meal schedule. Preps vegetables, fruits, and food items for use in prepared salads and stock items for the salad bar area. Maintains a clean and sanitary work area and uses proper precautions to ensure fresh and clean product. Assists cooks,

kitchen workers and performs other duties as necessary. Cleans work areas, including counters, floors, dishes and related equipment and ensures they are in proper sanitary condition.

Position Number: 900634

Position Title: ENAM Director's Asst in Environmental Journalism

EDORDA: 314-5301-50200-10-000000-00000

Position Type: None

Department: English & American Literatures

Supervisor: Chris Shaw

Description:

Catalogue and enter fellowship applications into database

Process applicant weekly queries. Add data on new applicants to an Excel sheet, and use existing notification letters in Microsoft Word to generate a mail merge.

File hard-copy applications.

Update Filemaker Pro with any address changes.

Open and sort mail.

Use SASEs to return manuscripts to applicants who were not accepted.

Other duties that may arise.

Must be organized and have neat legible hand-writing. Excellent computer skills a plus.

Position Number: 900730

Position Title: CA Donor Relations Office Assistant

EDORDA: 311-2115-50200-10-206913-00000

Position Type: None

Department: College Advancement

Supervisor: Karen Shackett

Description:

Enter data into database

File electronic and paper documents

Manage data in Excel

Assist with mailings, including envelope stuffing

Help prepare event materials including nametags, attendee informational packets, directional signage, and sign-in sheets

Update web page content, as needed

Occasionally run errands on campus and in town

Some lifting required

Other duties as assigned

Experience

Web design experience preferred

Knowledge

Experience working with Microsoft Excel and Word required

Drupal training preferred

Other

High level of confidentiality and discretion required

Strong interpersonal skills, friendly and customer service-driven

Excellent organizational, written and verbal communication skills

Position Number: 900518

Position Title: ACE Econ Research - Holmes

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Jessica Holmes

Description:

Position Number: 900513

Position Title: Economics Johnson Summer Intern

EDORDA: 311-2115-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Amy Holbrook

Description:

Position Number: 900073

Position Title: ECON Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Amy Holbrook

Description: Work closely with Academic Coordinator to provide administrative support for the Economics Department. Assist with daily operation of Economics Department. Work independently on special projects; assist with organization of department files; assist with web updates; create and update documents in word and excel; proof documents for both accuracy and consistency and edit as necessary; order office supplies; provide additional office support including data entry, filing, photocopying, scanning, sorting mail, on-campus errands, organizing office resources, and shredding, other duties as assigned. Professionalism is necessary for interacting with other offices on campus.

Experience

Ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; attention to detail, organizational skills, confidentiality, reliability and good communication skills are essential; demonstrated strong computer skills are required, especially in Word, Excel and Outlook; Prior experience with the college's web content management system helpful.

Knowledge

Must have excellent attention to detail, project management skills and strong computer skills. Must be able to work independently and be able to maintain confidentiality.

Position Number: 900451

Position Title: Economics Grader/Teaching Assistant- 150B-C

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900452

Position Title: Economics Grader/Teaching Assistant-150D-E

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900453

Position Title: Economics Grader/Teaching Assistant-150F

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900454

Position Title: Economics Grader/Teaching Assistant-155A-B

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900455

Position Title: Economics Grader/Teaching Assistant-155C

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900456

Position Title: Economics Grader/Teaching Assistant-155D

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900457

Position Title: Economics Grader/Teaching Assistant-155E

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900458

Position Title: Economics Grader/Teaching Assistant-155F

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900459

Position Title: Economics Grader/Teaching Assistant-210

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900460

Position Title: Economics Grader/Teaching Assistant-211

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900462

Position Title: Economics Grader/Teaching Assistant-250

EDORDA: 311-2115-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900463

Position Title: ECON Grader/Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Amy Holbrook

Description: The Economics Department provides Graders/TAs for the following ECON course offerings as needed: 0150, 0155, 0210, 0211, 0212, 0229, 0240, 0250, 0255 and 0280.

The Economics Grader/TA responsibilities may vary from one course to another. In general graders could be tasked with any of the following responsibilities: grading problem sets, quizzes, review questions, and bonus material; reviewing grades for consistency; calculating scores; recording grades in excel; alphabetizing papers.

Applicants must be well-organized, responsible, dependable individuals who are able to work with others as well as independently. A willingness to learn is essential, with an enthusiasm for the subject. Confidentiality is required.

Applicants must have completed the course she/he are applying to grade for at Middlebury (main campus) with a grade of B+ or higher.

Position Number: 900464

Position Title: ECON 0316/0317/0412/0475 Grader/Teaching Asst

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Amy Holbrook

Description:

Position Number: 900211

Position Title: Economics Graders/Teaching Assistant

EDORDA: 314-1101-50200-10-300856-00000

Position Type: None

Department:

Supervisor: Amy Holbrook

Description:

Position Number: 900475

Position Title: ECON Research Asst - Carpenter

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: J. Carpenter

Description:

Position Number: 900411

Position Title: ECON Research Asst - Maluccio

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: John Maluccio

Description:

Position Number: 900413

Position Title: ECON Research Asst - Pardee

EDORDA: 311-2115-50200-10-202033-00000

Position Type: None

Department: Economics

Supervisor: Scott Pardee

Description:

Position Number: 900219

Position Title: ECON Statistical Consultant

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Janine Podraza

Description: Stat consultants will serve as technical consultants for students working on empirical research projects. They will be assigned to senior-level seminars and be expected to assist students in data preparation and high level statistical analysis using Excel, STATA, and in some cases Matlab. Stat consultants will hold weekly office hours for Economics department students and will also offer tutorials by appointment. Stat consultants will also perform other duties as assigned (e.g., create a student manual for STATA, etc.)

Education and Training

Consultants must have advanced knowledge of econometric techniques and a strong ability to handle large data sets. Students must have taken high level statistical courses (Ec 210, Ec 211, and preferably Ec411). Also all stat consultants must complete a 6 week online STATA course.

Experience with Excel necessary. Programming with MINITAB, Matlab and Visual Basic for Applications a plus.

Experience

Stat consultants must have completed the required courses (Ec210, Ec211, online STATA course at a minimum) and done a research project using econometrics.

Position Number: 900764

Position Title: ECON Web Assistant

EDORDA: 311-2106-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Amy Holbrook

Description: Assist with organizing, posting and maintaining economics department working paper series on the web. Assist with other web site related work as needed. Work closely with Events Coordinator and Academic Coordinator.

Education and Training

Familiarity with Adobe Acrobat, specifically in relationship to creating and editing pdf documents is essential. Familiarity with RePEc preferred.

Knowledge

Knowledge of the College's Web Content Management system. Basic computer skills, e.g. Microsoft Word, Excel, and Outlook. Reliability and good communication skills are essential.

Position Number: 900758

Position Title: EDST Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Education Studies

Supervisor: Tara Affolter

Description: Duties will include research, planning, and assistance with course management.

Position Number: 900481

Position Title: Educational Tech Computer Consultant

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Shel Sax

Description:

Position Number: 900489

Position Title: Educational Technology Intern

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Shel Sax

Description:

Position Number: 900486

Position Title: Educational Tech Web Developer

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Shel Sax

Description:

Position Number: 900538

Position Title: Educational Tech Tutor - First Year Seminar

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Shel Sax

Description:

Position Number: 900725

Position Title: CCI Digital Media Specialist

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Tracy Himmel-Isham

Description: As the Career Services Digital Media Specialist you will create cutting edge student, staff, employer and professional video content for Career Service's projects, i.e. Web site, blogs, and video clips for presentations. Produce videos and multimedia for the Web site, presentations and educational and outreach efforts.

Access via proper channels, digital editing systems, and other equipment and facilities provided by different departments on campus.

Conduct post-production editing of video for use in projects directed by CSO and potentially used by other College offices/programs.

Set up staging and equipment for video shoots of interviews used in educational clips. Coordinate with various constituencies on- and off- campus, i.e. students, alumni, employers, professionals and staff.

Transfer content to Web from a variety of software programs.

Proofread text.

Responsible for the storage of video footage and audiotape related to the projects. Collaborate with Media Services and Communications Office staff as necessary.

Experience

Experience in digital multimedia technologies and post-production editing required.

Working and exhibited knowledge of multimedia software and hardware, i.e. FinalCut Pro/Express, iMovie, Photoshop.

Working knowledge of audio and video technology and basic knowledge of desktop environment.

Working knowledge of the Middlebury College Web site using Drupal and other social media technologies.

The ability to work collaboratively with others, meet deadlines, enjoy ongoing educational and professional development.

Enthusiasm!

Other

Position approximately 6 to 8 hours per week.

Position Number: 900056

Position Title: CCI Media Assistant

EDORDA: 311-2504-50200-10-000000-00000

Position Type: None

Department: Center for Careers and Internships

Supervisor: Tracy Himmel-Isham

Description:

Create and deploy podcast, streaming video, and other interactive formats via web.

Provide audio/visual media creative support for CSO events.

Ride shotgun with the CSO Technology Coordinator to deliver cutting-edge technologies in media and online databases to the Middlebury community.

Assist with web-work and database access on the CSO website.

Conduct focus-study research on CSO's technology use among students; provide counsel on ways to most efficiently use technology on campus; prepare reports and analysis of CSO website traffic.

Serve as an ambassador to the student body representing the CSO both in and out of the office and attend CSO outreach events when needed

Qualifications

Creative ability to deliver CSO's message with the latest technologies to a large user base.

Enthusiasm for solving OS quirks in Middlebury's lively, high-energy CSO with advanced troubleshooting capacity.

Expertise with audio/video gathering and processing.

Deep love for technology and its applications.

Dedication to keeping-up with the latest technological trends, tools, and toys.

General knowledge of the Middlebury server and media networks.

Position Number: 900051

Position Title: CCI Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Rachel Connor

Description: Application deadline April 11th at 11:55 pm

*Front desk reception coverage

- *Work cooperatively with others and accepts direction from supervisors
- *Provide coverage of reception desk, including assistance with Career Services Drop-Ins
- *Assist with data entry and various projects during time at front desk on an as-needed basis
- *Answer phones; distributes email and mail
- *Greet students and other visitors to Adirondack House
- *Assists with making appointments
- *Demonstrates knowledge of CCI resources and services.
- *Assist with other projects as needed.
- *Must handle confidential information in a discreet manner
- *Perform other duties as assigned

Qualifications

- *Reliable/strong commitment
- *Pleasant in person, email and telephone demeanor
- *Patience with the public
- *Work well under pressure
- *Willingness to greet and direct office visitors in a friendly professional manner
- *Must be organized, detail-oriented, a clear communicator, and able to work independently
- *Must be able to work cooperatively with others and accept direction from supervisors
- *Computer software experience essential, including MS Office, (Word, Outlook, Excel)
- *Strong familiarity with Internet software applications, (Google Apps, Social Media, etc.)
- *Experience with CCI's online resources and services.
- *Good Academic Standing

If the following describes you: kind, approachable, compassionate, energetic, spirited, resourceful, and can maintain a smile and sense of humor even during the most challenging of days then we hope you will apply for this opportunity. Applicants must submit a résumé, cover letter and the names of two references to be considered for this position. Strong candidates will be contacted for an interview.

Underclassmen and students with diverse backgrounds and interests are encouraged to apply.

Position Number: 900345

Position Title: CCI Internships Assistant

EDORDA: 311-2504-50200-10-000000-00000

Position Type: None

Department: Center for Careers and Internships

Supervisor: Nicole Veilleux

Description:

Contribute articles to Internships blog by interviewing students, posting and reacting to relevant news articles, and reporting on CSO events

Serve as an ambassador to the student body representing the CSO both in and out of the office and attend CSO outreach events when needed

Promote internships and funding opportunities using tools such as the CSO blog and MOJO

Prepare and disseminate internship information to students, staff, faculty on a weekly basis and as needed

Review and summarize internships/summer jobs and enter information into specialized databases

Education and Training

Reliable, responsible and organized

Strong written and oral communication skills

Demonstrated success in written communication

Ability to summarize large pieces of information into short paragraph

Strong typing and computer skills essential. This includes proficiency in EXCEL and Word, familiarity with CSO's main databases (e.g. Can you use MOJO and LACN?) and comfort with social networking tools

Availability to work during the entire academic year including Winter Term preferred.

Must be organized, accurate, and able to work independently.

Must also be able to handle confidential information in a discreet manner.

Willing to dress appropriately for professional office work.

To apply submit a resume, a cover letter, writing sample, and the names of two references to the contact above. (These can be faculty, staff members, or an employer). Strong candidates will be contacted for an interview. Students from with diverse backgrounds and interests are encouraged to apply.

DEADLINE: December 4

Position Number: 900648

Position Title: CCI Peer Career Adviser

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Nicole Veilleux

Description: CCI Peer Career Engagement Fellows will: Serve as CCI ambassadors, helping to share CCI programs and resources with fellow students and positively contribute to the CCI brand and mission to prepare students to translate their Middlebury experience into the successful pursuit of their post-graduate goals. They should seek to provide quality service in their placements while growing both personally and professionally. Their experience at Middlebury College should inform their daily work as they seek to help the greater Middlebury community grow and improve every day.

REQUIREMENTS

Eligible candidates must be rising sophomores, juniors, or seniors who are in good academic standing.

Able to approach complex problems through the practice of interpersonal skills that promote teamwork and acceptance of diversity of thought regarding goals and priorities.

Uphold meaningful and productive connections between the CCI and the greater Middlebury community, and be alert to possibilities for expansion.

Enthusiasm for the CCI mission and for the goal of engaging students early in the process of career development, as demonstrated through knowledge of and successful experience using CCI resources.

Proven leadership ability with persuasive communication skills (oral, written, and interpersonal).

Experience with marketing and promotion is highly valued. Able to assist in social media campaign strategies and creation, and content ideation.

Comfortable in front of a camera. This position will be creating engaging social media videos.

Reliability and organizational know-how; must be able to manage time and operate in a professional environment.

An ability to work independently and as part of a team.

Strong attention to detail.

Work 4-8 hours/week for at least two semesters (consecutive semesters preferred)).

Participate in mandatory paid training.

PRIMARY RESPONSIBILITIES:

Put a face to CCI; present with a welcoming, accessible, and inclusive tone.

Utilize creative methods to reach and engage students (e.g., videos, personalized emails, phone/text, etc.) create communications to welcome students, introduce resources, invite participation, triage to appropriate resources, and generally encourage ongoing engagement.

Meet weekly targets and maintain meticulous outreach records - call lists, outcomes, etc.

Develop and sustain relationships with targeted student organizations and affinity groups to boost early student engagement with CCI.

Reach out to all first-year students to introduce and demonstrate key CCI resources (e.g., staff could be assigned to First-Year Seminar classes, by alphabet, etc.)

Create content (articles, blog posts, videos, etc.) for career path newsletters and other outreach campaigns.

Assist with outreach to spread the word about CCI events.

Position Number: 900653

Position Title: CCI PCA, Careers in the Common Good

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Tracy Himmel-Isham

Description:

Work with the Assistant Director for Careers in the Common Good program, Career Conversations and events management to coordinate the logistics for these programs and strategize on how best to target students.

Collaborate with other Peer Career Advisors (PCAs) and staff during strategy meetings to effectively strategize and publicize overall CSO events and programs.

Perform regular outreach to targeted campus organization(s) and attend CSO outreach events when needed.

Serve as an ambassador to the student body representing the CSO both in and out of the office.

Assist students in the CSO office utilizing online and print resources as time permits.

Assist CSO staff with various in and out-of-office tasks as necessary.

Education & Training

First-years, sophomores or juniors in good academic standing to work 6-8 hours/week while classes are in session for the full academic year.

Demonstrated success in written communication.

Excellent time management skills a must.

Knowledgeable in computer design programs, such as InDesign and online Wordpress Blogs a plus.

Must be able to take initiative and possess strong teamwork and leadership skills; possess lots of energy for the job and ability to market directly to their peers.

Student should be reliable and responsible.

Must be organized, detail-oriented, a clear communicator, and able to work independently on multiple projects.

Available to work during the entire academic year including Winter Term preferred.

Dress appropriate for professional office environment.

Applicants must submit a resume and a cover letter to the contact to be considered for this position. Strong candidates will be contacted for an interview.

Position Number: 900344

Position Title: CCI PCA, Marketing Program

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Tim Mosehauer

Description:

Work with the Senior Associate Director to create and publicize a year-long series of Senior career events - from Senior Week in September to the Spring Job Fling in March.

Provide event marketing support to include: creatively publicizing events to students, scheduling venues, writing articles for the Senior Spotlight Newsletter and Blog.

Blogging: Strong writing skills desired! Regularly send submissions to the new Senior Blog. Continuously improve the site.

Collaborate with other Peer Career Ambassadors (PCAs) and staff during weekly strategy meetings to effectively strategize and publicize overall CSO events and programs.

Perform outreach to targeted campus organization(s) and attend CSO outreach events when needed.

Serve as an ambassador to the student body representing the CSO both in and out of the office.

Assist students in the CSO office utilizing online and print resources as time permits.

Education & Training

Juniors and Seniors in good academic standing to work six hours/week while classes are in session for the full academic year.

Demonstrated success in written communication with an eye for event marketing.

Excellent time management skills a must.

Knowledgeable in blogging, creating posters, and other marketing experience a plus.

Must be highly reliable, timely, organized, detail-driven, a clear communicator, and able to work independently on multiple projects.

Available to work during the entire academic year including Winter Term preferred.

Dress appropriate for professional office environment.

Applicants should submit a resume and a cover letter to Tracy Himmel Isham (thimmeli@middlebury.edu) to be considered for this position. Strong candidates will be contacted for an interview.

DEADLINE: December 4

Position Number: 900546

Position Title: CCI PCA, Newsletter

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Susan Walker

Description:

Compose and compile relevant articles for Senior Spotlight and Compass newsletters.

Collaborate with other Peer Career Ambassadors (PCAs) and staff to effectively prepare newsletters and publicize CSO events and programs.

Perform regular outreach to targeted campus organization(s) and attend CSO outreach events when needed.

Serve as an ambassador to the student body representing the CSO both in and out of the office.

Assist students in the CSO office utilizing online and print resources as time permits.

Education & Training

Are you a writer? storyteller? newshound? reporter? Are you at home with a variety of online media? In this role you could be interviewing current students about their internships, profiling Midd alumni and their careers, highlighting job and internship resources, and producing employer spotlights. Ideally we are looking for:

Sophomore or junior in good academic standing.

Demonstrated success in written communication, preferably for a circulated publication (i.e. school newspaper or newsletter).

Excellent time management skills a must.

Must be able to take initiative and possess strong teamwork and leadership skills; student should also be reliable and responsible.

Must be organized, detail-oriented, a clear communicator, and able to work independently.

Available to work during the entire academic year including Winter Term preferred.

Dress appropriate for professional office environment.

If this sounds like you, please submit: 1) resume 2) cover letter stating why you are interested. Do you read the Compass? What do you think? 3) a writing sample that best demonstrates why your background would be a good fit 4) Two references, at least one from on campus. DEADLINE: December 4
Strong candidates will be contacted for an interview, probably in J-term. Start date will be in J-term.

Position Number: 900647

Position Title: EIA PCA, Off-Campus Recruiting Events & Employer Outreach Assist

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Theresa Funk

Description:

Data entry of relevant recruiting information into specified databases
Edits assigned CSO Web pages
Research prospective employers through alumni and career search database, initiate and track outreach to confirm contact information
Attend evening information sessions for attendance tracking purposes
Provide administrative support to recruiting team as needed
Serve as an ambassador to the student body representing the CSO both in and out of the office and attend CSO outreach events when needed

Specific responsibilities relating to Consortia events
Organize incoming registration forms for all off-campus recruiting events when necessary
Enter information into specialized databases (Excel, Access and eCampus Recruiter)
Generate electronic confirmation letters to all participating employers.
Create weekly memo to Accounting with deposits from employers and file in budget file
Disseminate consortia information to students, CSO staff and students via emails or posters.
Provide follow-up with consortia sponsors when needed.
Assist with data compilation, summary reports and budget items as needed.
Performs other duties as assigned.

Education and Training

Access. Strong typing and computer skills are essential - Microsoft Word, Excel, work independently. Must be organized, detail-oriented, a clear communicator, and able to from supervisors. Must be able to work cooperatively with others and accept direction responsible. Student should like to take initiative; student should also be reliable and Interest in learning about different career industries. Must also be able to handle confidential information in a discreet manner. Applicants must submit a resume and a cover letter to the contact to be considered for this position. Strong candidates will be contacted for an interview. Students with diverse backgrounds and interests are encouraged to apply. Dress appropriate for professional office work.

Position Number: 900049

Position Title: CCI Employer Outreach & Development Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Becky Quesnel

Description: Responsibilities

- Researches prospective employers to determine potential fit with Middlebury candidate interests
- Analyzes student application rates to determine opportunities with high/low student activity and determine student application motivation
- Performs project-based research and analysis activities as needed
- Provides administrative support to the employer relations team as needed for on-campus events

- Some data entry associated with employer and opportunity information will be required
- Performs other duties as assigned

Skills & Attributes

- Strong computer skills, including familiarity with Microsoft Office; experience working with databases very desirable
- Comfortable with quantitative and qualitative data analysis
- Willingness to learn specialized data entry process associated with the center's student and employer database
- Interest in learning about different careers and industries
- Skilled with internet research
- Ability to create charts and graphs from data
- Must be reliable, responsible, and able to take initiative
- Must be very organized, detail-oriented, a clear communicator, and able to work independently
- Must be able to handle confidential information in a discreet manner
- Must dress appropriately for professional office work

Position Number: 900420

Position Title: CCI Summer Programs Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Center for Careers and Internships

Supervisor: Tim Mosehauer

Description:

The Summer Assistant will be exposed to the day-to-day workings of Education in Action (EIA) and its various functional areas: Career Services, Civic Engagement, Health Professions, and Fellowships.

The Assistant will work on a wide array of projects for EIA staff.

The Assistant will be expected to answer the telephone, greet visitors, and convey basic information to EIA's constituents - including undergraduate students, summer Language School students, alumni, parents, employers, faculty, and staff - on an as-needed basis.

Other

The student must be able to multi-task and work autonomously, with a high level of motivation and initiative.

Required skills: A qualified candidate would be comfortable in a PC environment, have a strong working knowledge of MS Office Suite including EXCEL and Internet navigation. Basic HTML knowledge a plus.

Other qualifications: We seek someone who is personable, organized, detail-oriented, flexible, a clear communicator, and able to handle confidential information in a discreet manner.

Dress on the job: appropriate for professional office work (business casual).

In the cover letter, explain why you're interested. Why do you want to be at Midd for the summer? What do you know about Education in Action? What can you do for us to help improve our resources and operations? Make the letter interesting; be sure it reflects your own personality and that it is well-written (DEFINITELY do a spell-check!). We review many of these materials, so your letter should attract and retain our attention.

Thirty hours per week (M-F 10 a.m. - 1 p.m. and 2 p.m. - 5 p.m.)

Position Number: 900264

Position Title: ENVS Summer Research Intern

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Studies

Supervisor: Janet Wiseman

Description:

Position Number: 900283

Position Title: Environmental Affairs Assistant

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor: John (Jack) Byrne

Description:

Position Number: 900503

Position Title: Environmental Affairs Office Assistant

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Janet Wiseman

Description: Assist with daily operation of Environmental Studies Academic Program and Environmental Affairs in Franklin Environmental Center at Hillcrest. Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands, organizing office resources. Assist with additional projects as necessary. Strong office skills with the ability to work independently. Professionalism necessary for interacting with other offices on campus. Attention to detail, reliability, good computer and organizational skills. Interest in the environment helpful.

Position Number: 900478

Position Title: Environmental Affairs Alumni Data Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: Janet Wiseman

Description: Responsibilities:

Research and gather data about alumni involved in the environment using LinkedIn, spreadsheets from the Alumni Office, internet searches, and by contacting faculty, CCI and other campus offices. Create master spreadsheet in excel and Google docs of data organized in a way that will be used by the GIS department to create maps and other visual representation of the data in preparation for celebrating 50 years of the environment during 2015. Help to brainstorm other potential uses for the data. Other duties/tasks as assigned as related to the project and environmental affairs.

Position Number: 900409

Position Title: Environmental Affairs Web Specialist

EDORDA: 311-2142-50200-10-000000-00000

Position Type: None

Department:

Supervisor: John (Jack) Byrne

Description:

Position Number: 900282

Position Title: ENVA Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Studies

Supervisor: Janet Wiseman

Description: Responsibilities:

Assist with daily operation of Environmental Studies Academic Program and Environmental Affairs in Franklin Environmental Center at Hillcrest. Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands, organizing office resources, hanging posters, maintaining bulletin boards, data gathering and special event support. Assist with additional projects as necessary. Strong office skills with the ability to work independently. Professionalism necessary for interacting with other offices on campus. Attention to detail, reliability, accuracy, good organizational skills and basic Microsoft Office knowledge. Interest in the environment helpful.

Position Number: 900408

Position Title: ENVS GIS Specialist

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Chris Klyza

Description: The student will completely design and establish a web-based platform to run approximately 20 geographic information system (GIS) coverages to support a GIS across the ES core curriculum initiative. These coverages will focus on the state of Vermont and the Bread Loaf area and will be used in ES 112, ES 211, and ES 215. Student must have strong knowledge of GIS and GIS web-based applications and be an independent worker.

Duration: 4-6 weeks over the summer

Hours: 30 hours/week

Position Number: 900681

Position Title: ENVS Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Studies

Supervisor: Molly Costanza-Robinson

Description: Responsibilities:

Assist Professor Molly Costanza-Robinson with teaching Environmental Sciences courses. Assist students with performing lab experiments.

Experience Desired: Must have taken the course.

Position Number: 900128

Position Title: Environmental, Health & Safety Intern

EDORDA: 311-2142-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ed Sullivan

Description:

Position Number: 900650

Position Title: ENVS Colloquium Student Lunch Coordinator

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Janet Wiseman

Description: Responsible for set up and clean up of lunch at the weekly ES Colloquium Series held on Thursdays.

Set up tables and monitor flow of event lunch lines
Prepare trash and compost containers
Arrange extra chairs in room as necessary
Clean up tables and dispose of compost at end of event

Position Number: 900573

Position Title: Facilities Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Events Management

Supervisor: Julie Hoyenski

Description:

Position Number: 900598

Position Title: Faculty & Research Web Site Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description: The offices of the Dean of Faculty Development and Research provides support for all faculty in applications for research funding. One of these support mechanisms, the newly created office of the Science Grants and Writing Facilitator, is focused on specifically helping the science faculty excel in getting research funding from external sources (federal or private foundations). Key to success in this endeavor is the public face of the science faculty, especially how faculty market their research via the Web. Thus, we are looking for a student to assist in the redesign and maintenance of Web sites for the science faculty. This student will assist with the design, layout, functionality and integrity of departmental faculty information page content. This student may also assist faculty in design and maintenance of individual faculty websites on a per request basis. These duties include but are not limited to:

Ensures consistency of design, layout and integrity of content across an extensive network of sites.

Transferring content from the variety of forms it is received to HTML or other formats as needed.

Playing an active role in tracking necessary Web updating, taking the initiative to prepare it for the Web as necessary.

Carrying out various forms of graphic manipulation within the CMS

Keeping supervisors informed of accomplishments, issues encountered, etc.

Good communication skills are essential.

Willingness to work on multiple projects simultaneously.

Qualifications Familiarity with the college's Content Management System (CMS). Experience with Website maintenance. Ability to prioritize a large number of tasks is essential. Preferred qualifications: ability to edit raw HTML.

Position Number: 900629

Position Title: February Outdoor Orientation EMT

EDORDA: 314-3201-50200-10-620030-00000

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description:

Conduct evacuations involving minor injuries or illnesses making it difficult for FOO participants to continue, or negatively impacting the experiences of the other group members. Examples might be strains or sprains, colds and bugs, minor soft-tissue injuries, etc. This may require skiing or snowshoeing with a heavy pack. It is possible that an overnight in the field may be necessary.

Staff the FOO emergency hotline in the Crest Room. This hotline is staffed around the clock while trips are in the field, including over night.

Document in writing all actions taken in the event of an evacuation.

Required Qualifications

Valid WEMT, EMT, or WFR

Significant winter backcountry experience

Ability to hike 5-10 miles with heavy pack in all conditions

Preferred Qualifications

Previous experience with MOO, FOO, or MMC programming

College Driver's License

Position Number: 900353

Position Title: Figure Skating Club Coach

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department: Human Resources (Middlebury)

Supervisor: Corinna Noelke

Description: As a coach one should have past experience with coaching, and should have been professionally coached. Needs a thorough knowledge of the general and technical intricacies of the sport and have achieved a high level of accomplishment personally. A coach's skill level should not be below that of an axel, and should include an advance mastery of figure work or moves in the field. A coach should be knowledgeable in such detail as arm and foot positions, balance of weights, and have ability to communicate and demonstrate these details and others to students.

In order to attain the requirements to be a figure skating coach many years of previous experience will be necessary as there is a very high level of personal skill necessary as well as the ability to teach this – it is a sport with a great deal of highly specific and precise rules.

Also needs ability to work with kids and parents, and know safety on ice rules.

Position Number: 900251

Position Title: FMMC Film/Video Program Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Film and Media Culture

Supervisor: Sheerya Shivers

Description: General office work, copying, researching on the web, filing, running errands on campus. Excellent computer skills necessary. Detail oriented and creativity a plus. Preferred Work Days: Monday, Wednesday and Friday mornings.

Position Number: 900079

Position Title: Film/Video SDL Lab Supervisor

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ethan Murphy

Description:

Position Number: 900078

Position Title: FMMC Technical Assistant

EDORDA: 314-3003-50200-10-000000-00000

Position Type: None

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Responsibilities:

Provides evening support in the Film and Media Culture Computer Lab (Axinn 011) and surrounding post production facilities. Assists students with general computer hardware and software issues and guides students through established post-production workflows.

Experience:

Successful completion of Sight and Sound I or equivalent Film and Media Culture production class.

Knowledge/Skills:

Must be friendly and approachable

Must be familiar with Film and Media Culture audio and video workflows.

Must be proficient with creative software used in Film and Media Culture coursework.

Other:

Evening hours are required. Students typically work one or two 4-hour shifts per week.

Position Number: 900080

Position Title: SFS Office Assistant

EDORDA: 311-2903-50200-10-000000-10618

Position Type: None

Department: Student Financial Services

Supervisor: John Bonar

Description: Serves as customer service front line, answering phone calls and greeting visitors. Must be able to quickly learn SFS policies and procedures in order to be confident, articulate and professional on the phone and in person. After training, must be able to answer calls regarding the aid application process and billing, and to discern to whom all other calls should be directed.

Must undergo a two week initial training process, with ongoing training through all cycles of the academic year.

Must sign a confidentiality agreement and maintain confidentiality per FERPA regulations at all times.

Responsible for processing mail, identifying type and purpose of information, and entering documents into the SFS document coding system.

Assists with filing for all student populations. Responsible for creating file folders for new aid applicants of all populations.

Responsible for setting up appointments for office staff, using Microsoft Office calendar, and notifying staff of each new appointment.

Works on special projects for all SFS office staff as required.

QUALIFICATIONS:

Must demonstrate a strong commitment and a high level of reliability.

Must work well and calmly under pressure (including time sensitive projects and interactions with callers and visitors who are upset).

Must be well organized, detail oriented, articulate, and able to work independently.

Position Number: 900718

Position Title: CTLR First Year Seminar Mentor

EDORDA: 311-2906-50200-10-206223-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: The First-Year Seminar Mentor for Academics and Writing serves as a mentor and writing tutor for first-year students, assisting them with writing and oral presentation skills, time and project management, and pre-advising during Banner registration. The Mentor can work with students individually or in groups, either during class time or outside of class, for up to 60 hours over the course of the semester. The Mentors will be trained, supervised, and paid by CTLR.

Position Number: 900735

Position Title: Food Share Project Researcher

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department:

Supervisor: John (Jack) Byrne

Description: The Environmental Council Food Committee is seeking a person who can do on the ground research regarding food waste generated at College sponsored events. The committee is trying to determine how much food goes uneaten and its suitability or unsuitability for donation to various groups who have a need for food. Specific questions the committee is looking for answers to include:

How much food IS left over after a variety of college events?

What kinds of foods are left over?

Is there enough food of the "right" kinds to warrant hiring a student to deliver to local shelters?

Responsibilities

Maintains contact with the Events Scheduling & Management Office to coordinate presence after catered events.

Collects data regarding the foods that are left over after the events (quantity & type).

Reports findings to the Environmental Council Food Committee.

Education and Training

No experience necessary. Training will be provided in collection of data.

Position Number: 900354

Position Title: FREN Office Assistant

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department: French

Supervisor: Jolene Newton

Description: Responsibilities:

Assisting faculty and coordinator with a variety of office duties and campus errands. Filing, copying and maintaining supplies. Familiarity with the library a plus as finding articles and books and placing course materials on reserve will be a large part of position. Occasional event support also needed. Perform other duties to assist the department as needed.

Qualifications: Good command of written and spoken French. Reliability a must. Willing to take direction as well as being able to work independently. Familiarity with basic word-processing and database management. Web skills a plus. Must be willing to work in all weather conditions.

Position Number: 900760

Position Title: FREN Film Screener

EDORDA: #N/A

Position Type: #N/A

Department: French

Supervisor: Jolene Newton

Description: Responsibilities:

Screen required films for Academic Year French Department courses according to schedule set by French Department faculty.

Pick up and return DVDs from/to College Library in a timely, responsible manner.

Show films using in-classroom DVD and projection equipment, in French language with on-screen English subtitles.

Remain on site, outside door or adjacent to screening room, during screening in case of difficulties with equipment.

Must be available evenings and weekends; screenings cannot be changed to accommodate students' class or social schedule.

Experience Desired:

Familiarity and confidence using technology, including classroom lighting and projection, as well as DVD and other media players. Demonstrated reliability and timeliness in arriving for work and completing tasks as requested. Proven ability to work responsibly without supervision.

Knowledge Desired: Basic French language skills preferred, but not required.

Other:

More than one applicant may be hired for this position in order to accommodate screening schedule. If applicants are returning to campus after the academic year, they will be given priority over new applicants.

Position Number: 900527

Position Title: FREN Web Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: French

Supervisor:

Description: Responsibilities:

Confirm all links are working on FR 205 course web site, update those that have changed, and assist supervisor in finding replacement sites. Suggestions for new links, improvements to the site, or new web activities to propose to the students in the course would be most welcome. 2-6 hours of work for each unit. Hours are flexible, but the units must be ready in time for the students to use them.

Required skills: Familiarity with web authoring software. Level of French: FR 205 or above. Interest in contemporary France desirable.

Position Number: 900044

Position Title: Gamut Room Manager

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Brenda Fizur

Description: Works with the costume designer and costume director to construct and alter theatre costumes and accessories for departmental productions, helps maintain the costume collection, and assists with preparations and costume changes or special effects during the run of the shows as needed. Some experience in hand sewing, machine sewing, crafts, fashion, or art, and interest in learning more about theatrical production. Driver's license useful but not necessary. Classes in costume design, scenic design, art history, or History of Western Dress helpful.

Position Number: 900085

Position Title: Gamut Room Worker

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description:

Position Number: 900238

Position Title: Facilities General Service Worker

EDORDA: 311-2116-50200-10-000000-00000

Position Type: None

Department: Facilities Services

Supervisor: Carol Quenneville

Description: Works cooperatively with others and accepts direction from supervisors.

* Pick up and deliver materials, furniture and equipment to campus buildings and facilities.

* Set up and remove articles for special events.

* Must be physically able to lift 10-30 lbs. frequently each day and up to 100 lbs. a few times each day.

Qualifications:

Willing to work with staff crew members.

Excellent attendance a must.

Hours:

Students for Pre-Commencement: May 21st – 26th; 8 am - 5 pm

Students for Pre-Reunion: May 27 – May 30; 7:30 am to 4:00pm

Students for Pre-Language School: June 9 – 13th: 7:30am to 4:00pm

Position Number: 900253

Position Title: GEOG Cartography Teaching Assistant

EDORDA: 311-2135-50200-10-000000-00000

Position Type: None

Department: Geography

Supervisor: Angela Early

Description: Primary Responsibility: Giving each student constructive feedback on all weekly labs. Each TA (there are usually 3 TA/cartography class) is asked to work at least 4 hours week.

- a. This work includes writing comments on labs.
- b. Giving verbal critiques during peer review time in class.
- c. Discussing the pro's and con's of each map with the professor.

Position Number: 900124

Position Title: PSYC Office Assistant

EDORDA: 311-2116-50200-10-000000-12871

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

Duties include (but are not limited to) proofing documents; entering purchases & processing PaymentNet paperwork; distributing/posting flyers for seminars; filing; inventorying office supplies; updating reference documents and department website; running errands (on campus); and photocopying. Assist with additional projects as necessary. (Approx. 3 hours/week for the academic year, preferably in 1 or 1.5 hour slots.)

Knowledge/Skills:

This position requires someone who is reliable; has strong office and organization skills; is able to take direction and to work with minimal supervision; and has good computer skills (with Word & Excel). Attention to detail is especially important. Web skills are a plus.

Position Number: 900248

Position Title: GEOG GIS Lab Monitor

EDORDA: #N/A

Position Type: #N/A

Department: Geography

Supervisor: Derrick Burt

Description: The primary responsibility of lab monitors is to provide after-hours assistance to students in Geographic Information Systems (GIS), Spatial Visualization, and other technically demanding geography classes. Lab monitors are responsible for being familiar with techniques currently taught in Geographic Information Systems (GEOG 0320) and should be able to familiarize themselves with techniques used in other aspects of the Geography Department's technical curriculum if the need arises. Lab monitors must have a good conceptual understanding of GIS and be effective teachers. They should be prepared to be supportive of students who may be struggling with difficult assignments. As a secondary responsibility, lab monitors work with Geography Department faculty members on projects that employ GIS or other technical skills. It is the responsibility of lab monitors to communicate with their faculty sponsors to receive assignments and track their progress. Time during a shift that is not spent assisting students should be spent working on faculty projects. Education and Training A lab monitor candidate must previously have been a strong student in Geographic Information Systems (GEOG 0320). Preference will be given to candidates who have also taken courses such as Spatial Visualization (GEOG 0310), Historical Geography of North America (GEOG 0219), Environmental Remote Sensing (GEOG 1002), Planning with Maps (GEOG 0231), Practicing Human Geography (GEOG 0339) or Advanced GIS Geoprocessing (GEOG 0349), which make use of analysis and design software. Experience as a TA or with other types of instruction is highly preferred.

Position Number: 900682

Position Title: NSF Research Asst - Knowles

EDORDA: 311-2116-50200-10-000000-12333

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description:

Position Number: 900339

Position Title: GEOG Teaching Assistant

EDORDA: 311-2118-50200-10-000000-00000

Position Type: None

Department: Geography

Supervisor: Angela Early

Description: Duties include assisting instructor during discussion sections, working with students requiring assistance, maintaining regular office hours, and holding review sessions as necessary. Average time per week is 5 hours but may vary depending on the schedule of course activities.

Qualifications include successful completion of GG120, GG310, and GG320. Must be reliable and responsible and must be willing to work with students as a mentor. Ability to explain course materials is essential.

Position Number: 900202

Position Title: GEOL Grader

EDORDA: #N/A

Position Type: #N/A

Department: Geology

Supervisor: Eileen Brunetto

Description: Duties include grading weekly or bi-weekly assignments in non-majors courses. Additional duties may include organizing and running help sessions. Average time per week may be 3 hours.

Position Number: 900619

Position Title: GEOL Lab Technician

EDORDA: 311-2118-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: Eileen Brunetto

Description: Duties include attending one 3-hour lab session per week. Additional duties may include preparing and gathering equipment for field work, driving a van, processing field data, lab maintenance,

and assist with lab analyses process. Average time per week is 4-5 hours but may vary depending on the course.

Position Number: 900201

Position Title: GEOL Teaching Assistant

EDORDA: 311-2125-50200-10-000000-13182

Position Type: None

Department: Geology

Supervisor: Thomas Wiegleb

Description: Duties include attending one 3-hour lab session per week. Additional duties may include preparing and gathering equipment for field work, driving a van, helping students with homework during evening hours, assisting with lab grading and attending one brief pre-lab meeting a week. Average time per week is 4-5 hours but may vary depending on the course.

Position Number: 900287

Position Title: GRMN Web Designer

EDORDA: 311-2125-50200-10-000000-13182

Position Type: None

Department: German

Supervisor: Judy Olinick

Description: Primary responsibilities:

Design, implement, and maintain the German Department web page and German course web pages

-Ensure consistency of design, layout, and integrity of content across all sites.

-Carry out various forms of graphic design/manipulation for the web using PhotoShop, digital camera, scanner, etc.

-Respond to direct inquiries for assistance from German faculty and students

-Actively track necessary web updating, and take the initiative to track down content and prepare for the web

-Direct other students and occasionally staff on web maintenance

-Other duties as assigned include designing programs for German events and communicating with reprographics

Required Skills:

- Good command of the German language
- Familiarity with PC/mid-unix environment. Experience with Dreamweaver, PhotoShop, Claris Homepage/Adobe Pagemill, scanners, and digital cameras.
- Experience creating online forms and interactive PDFs
- Ability to edit raw HTML and java preferred.
- Good communication and public service skills.

Position Number: 900289

Position Title: GRMN Office Assistant/Tutor

EDORDA: 314-3251-50200-10-000000-00000

Position Type: None

Department: German

Supervisor: Judy Olinick

Description: Primary responsibilities:

- Monitors German study hall in the Kade Room; provides tutoring.
- Maintains German book collection.
- Assists faculty in research projects.
- Does general office work as assigned.

Required Skills:

- Good command of the German language
- Good communication and public service skills.

Position Number: 900595

Position Title: GIS Database Programmer

EDORDA: 314-3253-50200-10-000000-00000

Position Type: None

Department: Assistant Treasurer's Office

Supervisor: Pam Norton

Description: Responsible for the continued building, testing and data integrity of the Middlebury College GIS based real estate program.

database content. Works closely with the owners and stakeholders to continue to define

Maintain and create, as needed, the underlying tables for the database.

Maintain and modify, as needed, property entry form for super users.

Creates and updates user queries.

relationships. Maintains and updates structure data into Access, defining

Tests the integrity of the database.

interface works and updates the users guide. Updates document relating to the database, the relationships, the GIS

Researches and adds missing data relating to properties.

Adds features as defined by GIS and Business Services Office.

Requires specific knowledge of GIS and Access, database relationships.

Position Number: 900696

Position Title: Golf Course Maintenance

EDORDA: 314-3253-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Jim Dayton

Description: Primary Purpose:

Maintain Ralph Myhre Golf Course to industry standards

Responsibilities:

Operate a variety of turf grass mowing equipment and other gas and diesel powered equipment needed in golf course maintenance e.g. string trimmers, sand rakes, work carts.

Learn procedures necessary for safely and efficiently performing golf course maintenance projects

Work cooperatively with other staff members

Take direction from supervisors

Experience in related field preferred. Basic mechanical knowledge of lawn mowers and string trimmers, and or chainsaws desired. Lawn care management, dairy farm work, orchard work helpful. Experience in related field preferred.

Other:

Willingness to learn new skills and be trained on new equipment; willing to attend appropriate seminars and workshops.

Hours are from 6a.m. to 2:30p.m. 40 hours a week, 7 days a week.

Position Number: 900686

Position Title: Golf Course Marshall

EDORDA: 314-3253-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Jim Dayton

Description:

Operate a variety of turf grass mowing equipment and other gas and diesel powered equipment needed in golf course maintenance e.g. string trimmers, sand rakes, work carts.

Learn procedures necessary for safely and efficiently performing golf course maintenance projects

Work cooperatively with other staff members

Take direction from supervisors

Experience in related field preferred. Basic mechanical knowledge of lawn mowers and string trimmers, and or chainsaws desired. Lawn care management, dairy farm work, orchard work helpful. Experience in related field preferred.

Other:

Willingness to learn new skills and be trained on new equipment; willing to attend appropriate seminars and workshops.

Position Number: 900695

Position Title: Golf Course Outside Services

EDORDA: #N/A

Position Type: #N/A

Department: Golf Course

Supervisor: Derrick Cram

Description: Driving Range

Retrieve range balls from hitting area

Wash balls and place in hopper

Keep hitting area neat and tidy

Golf carts

Park and wash golf carts

Charge, lock out and cord up carts at end of day

Keep outside area neat and tidy

Position Number: 900593

Position Title: Greenhouse Gas Protocol Planning Assistant

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department:

Supervisor: John (Jack) Byrne

Description:

Position Number: 900237

Position Title: Facilities Groundsworker

EDORDA: 311-6103-50200-10-000000-14170

Position Type: None

Department: Facilities Services

Supervisor:

Description:

Position Number: 900631

Position Title: Health & Wellness Education Office Assistant

EDORDA: 311-6101-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Madeline Hope

Description: Office assistants will help to perform general administrative duties such as photocopying, faxing, and filing, create and curate wellness content on social media outlets, create and curate original wellness media including posters and info-graphics, and assist director with special projects as needed.

Must be proficient with MS Office applications, social media platforms including Facebook and twitter, willingness to learn Drupal, and interest/ability in graphic design software. Must work with attention to detail, be comfortable working independently on projects and tasks, and be comfortable with health and wellness information/content.

Position Number: 900651

Position Title: Health & Wellness Social Norming Campaign Assistant

EDORDA: 311-6101-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Barbara McCall

Description:

Gather content (photos, graphics, text) for publicity.

Design posters, flyers, and email announcements.

Coordinate with Reprographics on print jobs.

Coordinate with the Health Center and Student Wellness Leaders (SWL) to include their events on the Health and Wellness Events Calendar in print and on the Web.

Submit event details to Events at Middlebury using on-line submissions form.

Coordinate distribution of materials around Campus by SWL's.

Carry out design and maintenance of Web site for the Health and Wellness Education office

Ensure consistency of design, layout and integrity of content across network sites.

Carrying out various forms of graphic design/manipulation for the Web using Photosmart, scanner, etc

Playing an active role in tracking necessary Web updating, taking the initiative to track down content and prepare it for the Web.

Coordinate with SWL's and staff on Web maintenance.

6-8 hours a week.

Education and Training

Familiarity with PC. Experience with Photoshop, InDesign, Microsoft Word, CMS a plus. Successful candidate will be trained.

Experience

Possess strong communication and organizational skills. Ability to work well under pressure, to meet deadlines and to prioritize tasks. An interest in promoting health and wellness information to the Campus community. Ability to work well with others. Commitment to inclusion and diversity required. Flexible schedule is a plus.

Position Number: 900118

Position Title: Health Center Poster Hanger

EDORDA: 311-2101-50200-10-206803-00000

Position Type: None

Department:

Supervisor: Donna Stark

Description: The Center for Counseling and Human Relations would like to hire a student to hang posters periodically. The Student can fit this task into their schedule at their convenience, as long as the posters are hung within the timeframe agreed upon with the Center. We will guarantee at least one hour pay at \$6.00 per hour, for each poster hanging walk. Please call Judy Mayer at the Center for Counseling and Human Relations at x5141 if you are interested.

Position Number: 900697

Position Title: HEBR Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: International and Global Studies

Supervisor: Orna Goldman

Description: Leading drills and discussionsShowing Films

Position Number: 900779

Position Title: HEBR Drill Instructor

EDORDA: 311-2901-50200-10-000000-10657

Position Type: None

Department:

Supervisor: Nicole Patterson

Description:

Position Number: 900775

Position Title: HEBR Language Tables Assistant

EDORDA: 311-2120-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Nicole Patterson

Description:

Position Number: 900090

Position Title: Sheldon Museum Research Assistant

EDORDA: 311-2120-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: Cathy Bilodeau

Description:

Office work (photocopying, data entry, word processing, etc.), and Research Center assistance with cataloging, cleaning collections, storage and retrieval.

Ability both to take direction and to work independently; manual dexterity; interest in U.S. History.

Position Number: 900089

Position Title: HIST Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: History

Supervisor: Diane Burnham

Description: Office reception, photocopying, faxing, mass mailings, creating and hanging posters, and recycling. Dependability and confidentiality a must. Students generally works 1 to 1 1/2 hours daily to cover the History office and phones during Coordinator's lunch, plus additional times as needed when Coordinator is out of the office for other reasons.

Position Number: 900599

Position Title: History Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: John McCardell

Description: Attend all class meetings. Assist with leading seminar discussions. Assist with videos, reserve lists, and other course-related staff work.

Requirements

Student must have taken HI 405, Civil War Seminar. Good organizational skills preferred. Excellent communication skills are essential.

Position Number: 900743

Position Title: HR Benefits Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Human Resources (Middlebury)

Supervisor: Lisa Hoff

Description: Work independently on a special benefits project:

* Manage large volume of data in multiple formats (Excel, database), including proofing, for both accuracy and consistency, and editing and correcting as necessary.

* Follow up with HRIS Supervisor and Benefits Specialists to ensure accuracy of information and/or to provide updated/corrected documents.

* Provide additional clerical support to group including typing, filing, photocopying and scanning.

Experience

Demonstrated strong computer skills are required, especially in Word, Excel and database management.

Knowledge

Must have excellent attention to detail, project management skills, strong communication, and writing skills. Must be able to work independently and be able to maintain confidentiality.

Position Number: 900130

Position Title: HR Data Processing Assistant

EDORDA: 314-1304-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Erin Kilpeck

Description:

Assist with Data Entry into the college database system

Light office duties such as filing, photocopying, and document shredding

Other duties as assigned

Experience

Word processing and database management; web skills a plus

Knowledge

Willing to take direction, able to work without direct supervision, and possess initiative

Self-motivation and independent working skills are very helpful

Ability to maintain confidentiality is essential

On the job training provided

Position Number: 900732

Position Title: HR Employment Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Jenna Bronson

Description: Prepare NEO List and send to Presenters

Collate New Employee Orientation Folders

Process written and verbal Employment Verifications

Enter EEOC information

Manage July 1 Faculty I-9 correspondence and documentation

Filing

Run background checks, as needed

Additional responsibilities as back-up to Human Resources staff

Assist employees in completing various HR forms and check forms for completeness and accuracy

Assist with Data Entry

Sort Mail, make photocopies and shred documents

Other duties as assigned

Experience

Prior office experience desired

Must be comfortable in a fast-paced, occasionally stressful, office setting

Willing to take direction, able to work without direct supervision, and possess initiative

Word processing and database management; web skills a plus

Knowledge

Self-motivation and independent working skills are required

Other

During the summer months the Human Resources office works with a large number of language school and academic year faculty and staff members to help them complete their employment paperwork in a timely and efficient manner. Individuals wishing to apply for this position should exhibit strong interpersonal skills, and a calm and friendly demeanor. In addition, candidates for this position will be expected to demonstrate a high level of professionalism, the ability to recognize and maintain confidential information, as well as an ability to take initiative in getting work done.

Position Number: 900654

Position Title: Institutional Diversity Events Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Jennifer Herrera

Description:

Institutional Diversity Assist with all events coordinated and/or sponsored by the Office for

Hall Serve as On-site contact

Hall Set up and clean-up for all events taking place in Carr

for event advertising Distribute posters around campus and to departments

Answer phone, provide information and route calls or take messages for the Coordinator of Diversity Initiatives and the Dean for Institutional Diversity

Maintain office filing and sort mail

Perform other duties as assigned

Position Number: 900279

Position Title: Institutional Diversity Program Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Jennifer Herrera

Description:

Assist the Coordinator of Diversity Initiatives with logistical tasks associated with events planned by the Office for Institutional Diversity (including but not limited to Cafecito Hour Lecture Series, Posse Plus Retreat, Alumni events, Homecoming and Fall Family Weekend events)

Event planning

Working with key departments (Dining Events, Media Services, Events Scheduling, Facilities) on campus to ensure successful planning

Publicizing events

Serve as student liaison to Diversity Student Organizations and PALANA Academic Interest House

Make connections with leaders to encourage continued collaboration among the groups

Coordinate regular meetings and follow-up for Intercultural Student Leaders Council

Serve as member of Intercultural Student Leaders Council

Answer phone, provide information and route calls or take messages for the Coordinator of Diversity Initiatives and the Dean for Institutional Diversity

Maintain office filing and sort mail

Assist in the PALANA resident selection process

Review applications

Contact applicants to set up interview schedule

Participate in the interview process

Perform other duties as assigned

Position Number: 900562

Position Title: Institutional Diversity Publicity & Web Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of the College

Supervisor: Jennifer Herrera

Description: Primary Purpose:

Assist the Special Asst. to the Dean of the College & Senior Advisor for Diversity Initiatives with communications, publicity, and the design and maintenance of the Student Life, Dean of the College, 51 Main, and Diversity & Community websites.

Responsibilities:

Support the publicity and marketing program for 51 Main and the Office of the Dean of the College.

* Gather appropriate/relevant content (photos, graphics, text).

* Design posters, announcements, and PowerPoint slides.

* Coordinate printing with Reprographics.

* Submit event details to the College events Calendar, Addison Independent Community Calendar, and weekly Addison Independent Arts Beat column, as appropriate.

* Distribute posters and publicity materials around Campus and in town as necessary.

* Create and manage social media sites such as Twitter and Facebook for 51 Main and Verbal Onslaught.

* Collaborate with Grille Programming Coordinator, DOC Program Assistant and others as necessary.

Support the website management and maintenance for 51 Main, Student Life, Divisity and Community, and the Dean of the College.

* Ensure consistency of design, layout and integrity of content across a network of sites.

* Create new and dynamic content to post to the web (i.e. slideshows, videos, etc.).

* Coordinate with other Student Life content managers on web maintenance as necessary.

* Assist with managing content for MiddNotes.

Assist as needed with other projects that emerge over the course of the year.

Perform other duties as assigned by the Special Assistant to the Dean of the College/Senior Advisor for Diversity Initiatives.

Skills and Experience:

Excellent interpersonal and communication skills; ability to manage and prioritize tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; previous web, social networking, and graphic design experience preferred.

Knowledge:

Facebook, Drupal, Twitter, WordPress, Microsoft Word, Publisher, PowerPoint, Outlook, Adobe In Design, and Photoshop. Previous HTML and CSS helpful.

Commitment Period:

Early September through mid-May at approximately 5-10 hours per week.

Position Number: 900528

Position Title: Institutional Research Office Assistant

EDORDA: 311-2502-50200-10-300814-00000

Position Type: None

Department:

Supervisor: Jane Kimble

Description:

Position Number: 900782

Position Title: PCI Program Development Intern

EDORDA: 311-2301-50200-10-000000-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

This student will be responsible for researching best practices in the field of social entrepreneurship in order to best develop the programming of Middlebury's Center for Social Entrepreneurship. Responsibilities will include research of existing training, programming, and components of other similar establishments in higher education. The student must have a track record of work in social innovation.

Experience Desired:

Academic or hands-on experience in social innovation; Experience with identifying and evaluating high quality data and other material related to social entrepreneurship.

Knowledge Desired:

An academic understanding of social entrepreneurship, an investment in social responsibility.

Other:

Flexibility, ability to thrive in a fast-paced "launch" environment, ability to prioritize and focus on the most time sensitive tasks

Position Number: 900512

Position Title: ISSS Pre-orientation Student Coordinator

EDORDA: 311-2301-50200-10-000000-00000

Position Type: None

Department: Int'l Student/Scholar Services

Supervisor: Christy Fry

Description: RESPONSIBILITIES The ISSS Pre-orientation Student Coordinator is responsible for managing many aspects of Pre-orientation, including supporting new international and exchange students, helping to develop and promote ISSS resources, and leading the student volunteer team (Program Arrival Leaders-PALs). In addition, this role assists with the Friends of International Students (FIS) Host Program and other Fall Term programming. Pre-orientation 2022 does intend to return to a fully in-person program, though the position may require a combination of virtual and in person preparations. It is expected that the SC will be in-person for an on-campus program delivery. In case of any health/safety

considerations, the candidate must be open to the possibility that this position may be required to function partially or wholly in a remote capacity. An ability and willingness to adapt quickly to changing circumstances will be a crucial consideration of this position. The ISSS Pre-orientation Student Coordinator position will tentatively begin in early August and extend into the Fall semester to support both PALS and participants of Pre-orientation through October. Main responsibilities include but are not limited to the following and may require a remote component in whole or part:

Pre-orientation Leadership & Training

- Assist the ISSS Team with preparations and execution of the Pre-orientation Program for International Students. This involves engaging with students and their families, as well as campus colleagues.
- Oversee a wide variety of details related to the planning/implementation of Pre-orientation events for international students.
- Serve as primary point of contact for Pre-orientation students in August.
- Communicate with new students from August into the Fall semester.
- Help train and supervise a team of student volunteers (Program Arrival Leaders-PALs) who will assist in the Pre-orientation and other opening of school activities.
- Serve as a liaison with ISO's Board to recruit student volunteers for Pre-orientation.

Program Support

- Assist the Administrative Coordinator of the Friends of International Students (FIS) host program with processing student and family applications and locating necessary resources for the matching process and the actual event. The Student Coordinator may also represent the FIS program at recruiting meetings involving prospective families from the local community.
- Assist with MiddView's new student orientation program, as needed; organize the student leadership team's involvement with the MiddView interns.
- Complete program wrap-up, including taking an inventory of and storing supplies, and assisting with program evaluation preparations.

Administrative Tasks

- Draft and prepare written materials, emails, and Web information for new students and families.
- Assist with preparations for Pre-orientation, including purchasing supplies, tracking expenses, and organizing information in spreadsheets and other formats.
- Complete follow up tasks, including summarizing feedback forms, providing written suggestions for improvements next year, and finalizing the paperwork necessary to close the program (information in binders, saved on computer, etc.).
- Other duties as assigned.

QUALIFICATIONS ISSS seeks a self-motivated person who enjoys handling important details and shares a sincere enthusiasm for working as part of a team to accomplish worthwhile and high-reaching goals.

Required skills/experience:

- Interested in and sensitive to intercultural issues and needs.
- Able to effectively prioritize projects and remain on task.
- Excellent leadership, organizational, interpersonal, and communication skills.
- Strong attention to detail, while also being a creative and solution-oriented thinker.
- Able to maintain confidentiality and assist with situations that may require discretion.
- Able to multi-task, problem solve, and work effectively under pressure.
- Self-motivated, punctual, reliable, and thorough in the performance of all responsibilities.
- Proficient in Zoom, Google Drive (docs, sheets, forms, slides), PowerPoint, Word, Outlook, Excel, and Discord/Slate. Experience with other office software is a plus.
- Comfortable talking to others and facilitating small group conversations.
- Able to work as part of a high-energy/productive team and accept direction from supervisor.

Preferred qualifications:

- Having a valid U.S. driver's license and a Middlebury College 7-passenger van license.
- Prior leadership and work experience on campus.
- Event planning experience.
- Knowledge of the College and its various departments and resources.
- Prior experience as a PAL.

TIME COMMITMENT

- Position tentatively begins Mon., August 1 to Mon., October 31
- Up to 20 hours/week, depending on workload and Pre-orientation and MiddView schedules. — Hours will be irregular due to the unique nature of Pre-orientation and MiddView, as well as due to workload and facilitation of events.

Special Instructions to Applicants Please submit:

- A one-page cover letter, outlining why you are

interested in this opportunity and what qualifications, strengths, and adaptability you offer that make you a qualified candidate. • Complete the PAL application and indicate in Section 2 your interest in the position by checking “yes” or “still considering” and please note whether you would be interested in a Program Arrival Leader (PAL) position if not selected for the Coordinator role by answering the follow on question. • A resume. • 2 Professional references: names, titles, and contact information (email and/or phone number) of two professional references who can comment on your work ethic and accomplishments.For more information, contact Christy Fry, Assistant Director of ISSS, at iss@middlebury.edu .Depending upon the College’s employment plans and the health/safety considerations, remote work within the United States only may be authorized.

Position Number: 900635

Position Title: ISSS Student Travel & Logistics Coordinator

EDORDA: 311-2301-50200-10-000000-00000

Position Type: None

Department: Int'l Student/Scholar Services

Supervisor: Joani Taylor

Description: The Student Travel & Logistics Coordinator will assist ISSS with the many logistical and travel details involved with implementing a successful program. This challenging position offers significant responsibility, a true sense of accomplishment, and a guarantee of fun.

Coordinate travel details for the incoming first-year international students and exchange students-to include:

communicating with students to confirm travel arrangements,

developing an itinerary and pick-up schedule such that all incoming students who have requested travel assistance are transported from their arrival point in Burlington or Rutland to Middlebury.

serving as primary point of contact between new students and drivers, as needed.

Recruit and manage a team of volunteer drivers and related logistics to help transport the new students to Middlebury College-to include:

overseeing the logistics (schedules, drivers, gas, tolls/parking fees, keys) for our fleet of reserved vans.

confirming arrangements with airport personnel as needed.

coordinating the airport Welcome table with assistance from PAs and volunteers.

Operate the emergency phone line on arrival days, when new students and exchange students are arriving. All incoming students will have this emergency number and will call with changes to their travel itinerary.

Provide support for the Friends of International Students (FIS) host program in the form of processing student and family applications and locating necessary resources for the matching process and the actual event.

General office work (file preparations, collating, photocopying)

Other duties as assigned.

Position Details

To begin mid August until the day before the first day of classes, plus 5-10 additional hours for program wrap up into Fall Term. (approx. 5 weeks)

During August, hours will usually be from 9AM-5PM, Monday thru Friday.

From the third week of August until the day before classes begin, the coordinator will work irregular hours, including weekends, due to workload and attendance at events.

If available, participate in three training sessions during Spring Term (in advance of the program) with Program Assistants and Student Coordinator.

The position reports directly to the International Student Orientation Student Coordinator, and indirectly to the Director of ISSS.

Qualifications

We are looking for a self-motivated person who enjoys handling important details and working as part of a team to accomplish worthwhile and high-reaching goals.

Required qualifications include:

Excellent organizational and communication skills.

U.S. driver's license or an interest in obtaining one before the position's start date.

Willingness to take steps to obtain Middlebury College licensure for a 7-passenger or 15-passenger van depending on length of driving experience.

Ability to multi-task and work effectively under pressure.

Proficiency in Word, Outlook, Excel, and experience with other office software.

Ability to handle confidential information and assist with situations that may require discretion.

Having a sense of humor, while being able to maintain a professional demeanor.

Ability to show initiative and work independently with minimal guidance, while also knowing when to ask questions to ensure successful outcomes.

Application process

Complete on-line Student Employment Office application.

Submit to International Student & Scholar Services in Meeker House by Friday, April 6 the following items:

Letter of interest

Resume or a List of Work Experiences with employment dates.

List of 3 references with contact information (email/phone numbers), including at least one faculty/staff member who can comment on your approach to your work.

Candidates will be selected for interviews based on the written application.

Interviews will take place in April.

Position Number: 900670

Position Title: ISSS Lead Program Assistant

EDORDA: 311-2301-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Kaye-Lani Laughna

Description: The Lead Program Assistant (PA) is the liaison between the 13 volunteer program assistants (VPA) and the two Student Coordinators and the ISSS Office. The Lead PA works closely with the VPAs to ensure their comfort and success in leading group activities and providing transitional support for the incoming first-year class. The Lead PA plays an important role in the success of International Student Orientation. This challenging position offers significant responsibility, a true sense of accomplishment, and a guarantee of fun. Participate in and help plan and lead VPA training sessions during spring term. Assist the student coordinators in organizing additional sessions (as needed) before the end of spring term. Communicate with Pas during the summer. Provide program input to ISSS staff as the logistical and content details of the program are developed. Arrive on campus to begin preparations for International Student Orientation. Be fully dedicated to the International Student Orientation program and other opening-of-the-year activities (and not working at an on-campus job or serving in other roles) from orientation until the first day of classes. Help coordinate the VPA's involvement with ISSS's orientation programming for international first-years, exchange students, and Teaching Assistants (TAs). Staff the "welcome center" and greet new international students on Arrival Day. Serve as a peer mentor for the VPAs of international student orientation, providing guidance and support to VPAs, as necessary. Assist with all International Student Orientation activities. Provide support to an opening-of-school event or program during New Student Orientation. Support the ongoing international student

orientation events during Fall Term. Coordinate the completion of the VPA profile to go in the I-20 mailing in June. Assist with daily check-ins with the VPA Team during International Student Orientation and regular check-ins for the second week. Required qualifications include: Excellent organizational and communication skills. U.S. driver's license or an interest in obtaining one before the position's start date, preferred. Willingness to take steps to obtain Middlebury College licensure for a 7-passenger or 15-passenger van depending on length of driving experience, if eligible. Ability to multi-task and work effectively under pressure. Proficiency in Word, Outlook, Excel, and experience with other office software. Ability to handle confidential information and assist with situations that may require discretion. Having a sense of humor, while being able to maintain a professional demeanor. Ability to show initiative and work independently with minimal guidance, while also knowing when to ask questions to ensure successful outcomes. We are looking for a self-motivated person who enjoys handling important details and working as part of a team to accomplish worthwhile and high-reaching goals.

Position Number: 900623

Position Title: ISSS Intern

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Int'l Student/Scholar Services

Supervisor: Christy Fry

Description: International Student & Scholar Services (ISSS) supports all of Middlebury's programs—the College, the Institute, and the Schools. The office is located on the 2nd floor of the Service Building on the Middlebury College campus in Vermont. ISSS is looking for a self-motivated person who takes initiative and enjoys handling important details and working as part of a team to accomplish worthwhile and impactful goals. The ISSS Intern assists the office staff with a variety of projects, activities, and routine tasks. This position interacts with students, staff, faculty, and community members. Students in this position may offer customer service via email, phone, and in person in a friendly and professional manner. At times, the ISSS Intern may be alone in the office to provide coverage when staff is away.

- Students may be hired for a specific time period for specific shifts, such as during Language Schools or the entire summer.
- During the academic year, the student should be able to work at least six (6) hours per week, in a minimum of 2-hour shifts, between 10 a.m. and 5 p.m., Monday through Friday; including exam weeks.
- Student must sign a confidentiality agreement and maintain strict confidentiality.
- Student will be trained to carry out the necessary duties.

General Responsibilities

- Function as knowledgeable and helpful front line of support for office staff and our clientele.
- Assist with office record management—file, scan, and photocopy documents.
- Maintain clean and orderly work area.
- Other duties, as assigned

ISSS Specific Responsibilities (for the Academic Year position)

- Assist ISSS clientele by providing information to aid them with ISSS-related concerns.
- Manage ongoing correspondence to students, primarily via email, in a timely and consistent way.
- Prepare the ISSS student email newsletter and ISSS Instagram channel, with input from ISSS staff.
- Provide ISSS program support—including preparations for ISSS-sponsored events

such as the Friends of International Students (FIS) host program, Winter Clothing Closet, Pre-orientation Reunion event, ISSS visa-related workshops, etc. In the case of the FIS program, provide input to the Administrative Coordinator with regard to matches, prepare materials for the matching event, attend the event and manage the volunteers, and assist ISSS staff at the matching event. • Develop tools to help ISSS evaluate our programming, including online feedback surveys. • Communicate with other offices to make arrangements on behalf of ISSS for programming and information gathering for our communications with students, faculty, staff, and scholars. • Assist walk-ins, and direct them to the appropriate ISSS staff member, as needed. • Assist International Services Specialist with tasks related to web updates. *for those hired for a specific time period, duties will consist of a variety of the above-listed tasks, though additional tasks may be assigned based upon the specific activities/programs happening during that time period. • Experience and Qualifications • Social Media, Word processing, and data management experience; Proficiency with Microsoft Office (Word, Outlook, Excel) and/or experience with other office and presentation software expected. Scanning and organizing documents. • Prior office experience desired; customer service experience preferred. • Evidence of a strong work ethic (including integrity, responsibility, quality output, discipline, and teamwork), along with a high level of reliability and attention to detail. • Outstanding interpersonal skills, including a willingness to help others, and an ability to interact successfully with a diverse clientele in a calm, patient, and friendly way in the midst of a fast-paced, office setting. • Willing and able to take direction from multiple staff members, and to work independently on individual projects, while at the same time knowing when to ask questions to ensure successful outcomes. • Ability to recognize and maintain confidential information, and to assist with situations that may require discretion.

Position Number: 900100

Position Title: ITS Computer Consultant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description: Technically oriented position needing people with the ability to work in a high stress, fast-paced environment supporting computing on campus for all members of the college community as well as alumni, parents and off-campus users.

-
- Resolve technology problems (over the phone, in person, and via email)
- Help maintain computer labs around campus
- Maintain printers around campus
- Must attend weekly student meeting
- Strong customer service skills are essential to this position

- Working knowledge of Windows and macOS
- Working knowledge of mobile devices
- Willingness to learn the workings of Middlebury network, wireless and resources.
- Willingness to search for problem-solving techniques
- Minimum of 6 hours per week required and up to 20 per week available.

This position relies on a well-functioning team but also calls for working independently. As a computer consultant, you represent all of ITS as we are the frontline. All walk-in and call in customers start with the Service Desk. Professional conduct is required at all times.

Position Number: 900098

Position Title: ITS Computer Consultant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description:

Resolve technology problems (over the phone, in person, and in email)

Help maintain computer labs around campus

Assist media screenings for classes/events

As a consultant working at the LIS Helpdesk, it is an essential quality to be able to work as part of a team. Additionally, interested students should feel comfortable in searching for answers they may not already know, and be able to maintain composure under pressure. Click on the link below for an application and more information on how to apply. <http://www.middlebury.edu/administration/helpdesk/contact/student/>

Position Number: 900101

Position Title: ITS Lead Computer Consultant

EDORDA: #N/A

Position Type: #N/A

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description: Responsibilities:

The ability to work in a high stress, fast paced environment is required. Lead Consultants will support computing on campus for all members of the college community as well as alumni, parents and off campus users. As a lead consultant you will also train new hires, manage the schedule, and communicate with the helpdesk manager on daily operations.

Essential Functions

- Provides effective and timely troubleshooting for staff, faculty and students ensuring a high level of customer satisfaction.
- Works with the helpdesk manager and ITS Staff on training, development, and supervision of student computer consultants.
- Actively collaborates with senior staff to problem solve and support users on campus
- Resolve technology problems (over the phone, in person, and via email)
- Involved with the helpdesk manager in the interviewing and hiring process of ITS Student Computer Consultants.
- Manages scheduling through ShiftPlanning software. This includes setting initial schedules each semester, scheduling consultants for any special events where ITS is needed, as well as resolving shift conflicts and/or changes throughout the year.
- Plans agenda items for both weekly leads meeting and student consultant meetings.
- Trains new hires in both Call center and Walk-in helpdesk.
- Review new hires progress to determine if further training is needed.
- Continued assessment of ticket creation quality and uses inaccurate ticket creation as a learning opportunity.
- Keeps the helpdesk manager informed of any issues that need immediate attention.
- Update the internal helpdesk WIKI as needed
- Work as a team and with the other leads and the helpdesk manager to analyze processes and procedures to better our services and better our training of new consultants.

Experience:

- Must have been employed as an ITS Student Consultant at the Middlebury College Helpdesk

Knowledge/Skills :

- Understanding of all versions of OS for Mac & Windows environments
- Lab maintenance as necessary – trouble-shooting printing issues, supplies, and ensure work ability of equipment in all ways

- Excellent interpersonal and communication skills
- Ability to supervise your peers in a working environment.

Position Number: 900274

Position Title: ITS Summer Computer Consultant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description:

Position Number: 900588

Position Title: ITS Summer Computer Consultant

EDORDA: 311-2127-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description: Key Responsibilities

- Staffs the Helpdesk Walk-In Center and Call Center in addition to working with the Managed Devices group and Media Services group as needed throughout the Language Schools and other summer programs.
- Maintains fluency with standard hardware, software and network configurations in use at the College.
- Provides support for classroom technology and Middlebury events and screenings with a high level of customer service and customer satisfaction.
- Assists in the deployment of computers and peripherals on campus for faculty, staff and lab locations. Troubleshoots technology issues and working with customers on campus for solutions.
- Promptly and reliably receives and acknowledges requests for technical support from faculty, staff and students, ensuring compliance with SLAs. It is expected that a majority of issues will be resolved on first contact.
- Researches issues that are not resolved on first contact using the knowledgebase and web resources. Fully documents unresolved issues and escalates them properly.

- 35 hour a week work commitment throughout the summer. Weekend and evening work required.
- Must attend intensive training before Language Schools. All specialized skills and help resources will be covered in depth.

Desirable Skills

- Networking
 - o Understanding of the Campus network infrastructure with the ability to understand network issues, intranet, servers.
 - o Familiarity with the World Wide Web; ability to use various software packages and support web development and questions
- Computer Hardware:
 - o Troubleshooting, consumer support, a basic understanding of the mechanics of a computer, current knowledge of the industry products and releases
 - o Lab maintenance as necessary – troubleshooting printing issues, supplies, and ensure workability of equipment in all ways.
- Software:
 - o Mac and Windows applications and operating systems
 - o Word processing, spreadsheets, databases
 - o Web browsers
- AV Technology:
 - o Proficient in basic classroom AV troubleshooting and support
- Communications:
 - o High level of communication skills
 - o High level of customer service
 - o Ability to provide computing support over the telephone
 - o Facilitate instruction sessions
 - o Work with the public
 - o Work as a member of a team.

General Requirements

Consultants need some level of technical knowledge as well as the ability to seek information from others as part of a collaborative team. Additionally, they need to be motivated, punctual, and maintain composure under pressure. Consultants will provide support for information technology services that

are reliable, secure and able to provide end-users with the critical information and applications needed to support teaching, learning, research, and the operations of the Middlebury enterprise.

Physical Demands:

- Regularly required to, stand, sit; talk, hear, and use hands and fingers to operate diverse technologies.
- Requires occasional bending, crouching and reaching to install and test equipment.
- Close vision requirements due to work with diverse technologies.
- Must be able to lift and carry heavy, in excess of 60 lbs, equipment up or down several flights of stairs occasionally.
- Must be able to push and pull up to 75 lbs frequently.

Position Number: 900340

Position Title: Japanese Language Assistant

EDORDA: 311-2127-50200-10-000000-13182

Position Type: None

Department:

Supervisor: Jen Nuceder

Description:

Position Number: 900657

Position Title: JAPN Language/Office Assistant

EDORDA: 311-2906-50200-10-300428-00000

Position Type: None

Department:

Supervisor: Judy Olinick

Description: Responsibilities:

Transcribe and digitize textbooks and media materials in Japanese. Type up printed materials in Japanese. Transcribe audio materials. Completed work will be used for research and teaching.

Experience:

Studying Japanese for 1.5 years or more

Knowledge/Skills:

Reading, listening and typing in Japanese

Position Number: 900833

Position Title: ENVS Lands Data Assistant

EDORDA: 311-2906-50200-10-300428-00000

Position Type: None

Department: Environmental Studies

Supervisor: Marc Lapin

Description: Responsibilities:

The lands data assistant is responsible for collating data and preparing state natural heritage program forms that document state significant natural communities and rare and uncommon species. The student works on his/her own after consultation with the principal investigator. Use of Microsoft Word and Excel are required.

Knowledge Desired: Microsoft Word and Excel

Position Number: 900834

Position Title: ENVS Lands Mapping Assistant

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Environmental Studies

Supervisor: Marc Lapin

Description: Responsibilities:

Priority work is 1) to create a "public" mxd so that anyone within the college community could access the ecological information without fiddling with the data, 2) to compile into final form the two lands ecological evaluation reports, and 3) to summarize management needs and suggestions as documented in those reports. If time remains these is additional work to send information to the Vermont Wildlife Diversity Program and to work with plant specimens for the Pringle Herbarium.

Experience Desired: Skilled in ArcGIS, Adobe Acrobat Pro.

Knowledge Desired: Knowledge of ecosystems and flora helpful in understanding the work.

Position Number: 900102

Position Title: Language Schools Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Language Schools Admin.

Supervisor: John Stokes

Description: Assist Language Schools staff with various office duties, such as data entry, photocopying, on-campus errands to all buildings, phone coverage, proof-reading, preparing information packets, and other office tasks deemed necessary. Punctual, good telephone manner, good people skills, accurate and careful, flexible, patient, ability to relate to people from diverse cultures and backgrounds. Ability to sit and/or stand for long periods of time. Knowledge of one of the languages we teach is helpful.

Position Number: 900228

Position Title: LS Web Development Assistant

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Language Schools Admin.

Supervisor: Brook Escobedo

Description:

Position Number: 900736

Position Title: Language Tutor Supervisor

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Responsibilities Assists the supervisor with collection & recording of log sheets, and then approving time sheets. Collection and processing of program evaluations and helping with reports generated from the evaluations. Assist with the day-to-day operation and training sessions for the tutoring program. Experience At least one year of tutoring experience at Middlebury College. Leadership experience desired. Clerical work experience helpful. Knowledge Banner Web, FileMaker Pro, and survey software

helpful. Other Desire to work closely with peers as well as professional staff of the CTRL. Ability to work as part of a team. Good communication skills.

Position Number: 900164

Position Title: ITS Media Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joe Durante

Description: Responsibilities:

The primary function of the ITS Media Assistant is to provide basic technical support for events and screenings, as well as the following functions:

Use technology already installed in event locations and set up portable equipment as necessary.

Arrive on time for events and maintaining an accurate and up-to-date schedule of work.

Use the ITS ticketing system to track information about events leading up to them and promptly filling out an event report once the event has occurred.

Support audio and video technology at Middlebury College events and screenings.

Arrive early at events and communicate effectively with event organizers about the technology they'll be using for their event.

Work as a part of a team of students and staff to collaboratively share best practices and work to improve audio video systems and support.

Basic troubleshooting of audio / video related issues.

Maintain security of media services materials, including media, equipment, and projection room keys.

May be required to work during exams

May be required to work evening hours

May be required to work a set weekly schedule

Expectation of self-directed time and appropriate decision making skills.

Expectation of one-time training, with refresher training sessions as needed or requested.

Expectation of modeling appropriate behavior and policies to other students at all times.

Experience:

No prior experience or training required.

All necessary training will be provided upon hiring.

Customer service experience preferred.

Familiarity with College smart classrooms is preferred.

Library and information services experience preferred.

Familiarity with common media formats and A/V technology (DVD, HDMI, VGA, etc.) preferred.

Maturity and competence in working without direct supervision as needed

Knowledge/Skills:

Basic computer hardware and software skills.

Basic understanding of A/V systems.

Position Number: 900632

Position Title: ITS Media Lead

EDORDA: #N/A

Position Type: #N/A

Department: Information Technology Svcs.

Supervisor: Joe Durante

Description: Responsibilities:

The primary function of the ITS Media Specialist is to provide both basic and advanced technical support for events and screenings, as well as the following:

Use technology already provided in event locations as well as setting up portable equipment as necessary.

Arrive on time for events and maintaining an accurate and up-to-date schedule of work.

Use the ITS ticketing system to track information about events leading up to them and promptly filling out an event report once the event has occurred.

Support audio and video technology at Middlebury College events and screenings.

Arrive early at events and communicate effectively with event organizers about the technology they'll be using for their event.

Work as a part of a team of students and staff to collaboratively share best practices and work to improve audio video systems and support.

Basic troubleshooting of A/V related issues

Possess deep understanding of technology and technical systems, systematically troubleshoot complex issues with positive results.

Work with senior staff to support complex events including but not limited to video conferences, online courses, recordings, and events requiring audio mixing.

Training and supporting other student employees.

Maintain security of media services materials, including media, equipment, and projection room keys.

Respect and adhere to policy and law regarding confidentiality of patron records and transactions

May be required to work during exams

May be required to work evening hours

May be required to work a set weekly schedule

Expectation of self-directed time and appropriate decision making skills

Expectation of one-time training, with refresher training sessions as needed or requested

Expectation of modeling appropriate behavior and policies to other students at all times

Experience:

1-2 years of IT / AV support experience or equivalent skills.

Customer service experience preferred.

Familiarity with College smart classrooms is preferred.

Library and information services experience preferred.

Familiarity with common media formats and A/V technology (DVD, HDMI, VGA, etc.) preferred.

Maturity and competence in working without direct supervision as needed

Knowledge/Skills:

Basic computer hardware and software skills.

Basic understanding of A/V systems.

Position Number: 900592

Position Title: LIS Asst. Networker Administrator

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Howie McCausland

Description: Assist College Network Administrators in the configuration, deployment, troubleshooting and monitoring of network equipment and services Respond to and evaluate problem reports of network failure or degraded service (wired and wireless) Go on-site when necessary to diagnose and repair network connectivity problems, including in remote wire-closets, mechanical spaces, and student residences Measure and map wireless coverage Inventory, organize network cables and components Document network deployment and configurations

Education and Training

Computer Science major preferred, but not required if proven technical aptitude Expert network client configuration (Windows, Macintosh and Linux systems; mobile devices) Strong understanding of networking protocols including TCP/IP, SNMP, DNS, DHCP, 802.11x Experience with networking tools and applications (ping, trace route, dig, whois, netstat) Familiar with the OSI network model Familiar with network equipment (switches, routers, firewalls, wireless access points) Familiar with network cabling (twisted pair copper, single and multi-mode fiber) Diagram software (Microsoft Visio)

Position Number: 900690

Position Title: ITS Asst. Security Administrator

EDORDA: 311-2401-50200-10-000000-16094

Position Type: None

Department: Information Technology Svcs.

Supervisor: Ian Burke

Description: Offer is contingent upon successful completion of a criminal background check. Offer is also contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Assist College Security Administrators in monitoring and analysis of our network Monitor IDE logs, Nessus scans and other network monitoring tools Examine system and network logs for inconsistencies Report areas of concern and document findings Inventory and organize documentation related to devices on the College network Other related duties as assigned

Position Number: 900039

Position Title: Library Circulation Assistant - General

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Kim Gurney

Description: Provide front line customer service at the main library circulation desk. Tasks include check in and out of all library materials, equipment and media; constant verbal contact with library patrons including phone inquiries, shelving of library items; Be knowledgeable of library building and functions; Provide support to reserves; Foster team work and a friendly approachable atmosphere and environment; Demonstrate a willingness to learn and complete tasks with time constraints; Become familiar with and utilize every aspect/module of library circulation computer system; Assume responsibility for adhering to schedules and working guidelines. Agree to work a minimum of three 2-hour shifts per semester AND during exam period. May require evening and/or weekend shifts; Exhibit willingness to accept direction from supervisors

Position Number: 900576

Position Title: Library Circulation Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Kim Gurney

Description:

Provide excellent customer service, assist borrowers with all aspects of library circulation; insure accurate and efficient circulation of LIS resources

Front line support will be provided at all Circulation service points during open hours to insure high level of service; assist with opening and closing routines

Provide support to Circulation, Reserves, Stacks, Interlibrary Loan Services at all branches

Teamwork to insure excellence in library borrower, circulation, information and customer services to the user community of Library and Information Services, providing attentive, timely and excellent service, following established practices and procedures

Borrower, circulation, information and customer service will be attentive, accurate, consistent, professional, and confidential

Basic functional knowledge of multiple modules of the Integrated Library System will be utilized to provide accurate and efficient circulation services

Regular, consistent, courteous and proactive communication; initiative to stay informed regarding policy and procedure; facilitate and communicate schedule availability; active participation in training meetings training

Respect and adhere to policy and law regarding confidentiality of borrower records and transactions; maintain security of LIS collections

Meet users' needs while maintaining library policies and procedures, insuring consistent, excellent standard of service

Other related circulation, clerical and library duties to support LIS and Circulation Services including, but not limited to: collecting payments and recording transactions; retrieving and searching for library materials; scanning or photocopying; recording statistics; mailing; minor repairs of library materials; filing; loaner equipment maintenance and troubleshooting; media materials maintenance; shelf maintenance; copy/print equipment troubleshooting; data entry projects; periodicals processing

Supervision and training of other student assistants and circulation desks as needed and in the absence of supervisor

Participation in ongoing training, especially in the areas of policy and procedures, supervisory responsibilities, and circulation and borrower services

Exemplifies excellence in providing circulation services; modeling appropriate behavior and correct policy and procedure to other student assistants at all times

Work cooperatively with others and accept direction from supervisors

Other responsibilities as required to assist the department in obtaining and maintaining its mission

Key Relationships:

With other members of the Operations & Circulation Services teams

With staff responsible for providing services

Key Principles:

Library and Information Services is part of an educational community and shares in the responsibility for supporting teaching and learning as part of the College mission. We are committed to the following.

- Proactive, responsive, respectful customer service
- Opportunities and expectations for ongoing employee education and development
- Collaboration within the organization, across the college, and beyond
- Effective and open communication
- Understanding the work of our customers

Education/training:

- Ability to speak more than one language preferred

Experience:

Experience in customer and/or library information services preferred

Basic knowledge of library systems, library and information services, customer services, desktop applications preferred

Technology, library and information literacy preferred

Interpersonal and communication skills, ability to communicate in a customer service-oriented manner essential

Ability to work successfully in a team-oriented environment, responding rapidly and gracefully to changing demands

Position Number: 900636

Position Title: LIS Circulation Assistant Specialist - Main Library

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Daniel Frostman

Description: LIS Circulation Assistant Specialist is a Supervisor position that provides front line borrower, circulation and information services to the faculty, staff and students of Middlebury College, applying extensive knowledge of library systems and theories as part of a collaborative team, assuming circulation supervisory responsibilities in the absence of a circulation supervisor, utilizing judgment and decision making skills, particularly during regular or expanded hours when no staff supervisor is scheduled.

Provide excellent customer service, assist borrowers with all aspects of library circulation; insure accurate and efficient circulation of LIS resources

Front line support will be provided at all Circulation service points during 24/7 exam periods, weekends, late nights, and other times during open hours to insure high level of service; assist with opening and closing routines; required to work during exam periods

Provide support to Circulation, Reserves, E-Reserves, Stacks, Interlibrary Loan Services at all branches

Teamwork to insure excellence in library borrower, circulation, information and customer services to the user community of Library and Information Services, providing attentive, timely and excellent service, following established practices and procedures

Borrower, circulation, information and customer service will be attentive, accurate, consistent, professional, and confidential

Basic functional knowledge of multiple modules of the Integrated Library System will be utilized to provide accurate and efficient circulation services

Regular, consistent, courteous and proactive communication; initiative to stay informed regarding policy and procedure; facilitate and communicate schedule availability; active participation in training meetings training

Respect and adhere to policy and law regarding confidentiality of borrower records and transactions; maintain security of LIS collections

Meet users' needs while maintaining library policies and procedures, insuring consistent, excellent standard of service

Other related circulation, supervisory, clerical and library duties to support LIS and Circulation Services including, but not limited to: collecting payments and recording transactions; retrieving and searching for library materials; scanning or photocopying; recording statistics; mailing; minor repairs of library materials; filing; loaner equipment maintenance and troubleshooting; media materials maintenance; shelf maintenance; copy/print equipment troubleshooting; data entry projects; periodicals processing

Supervision and training of other student assistants and circulation desks as needed; insuring the successful supervision of all circulation activities while on duty and in the absence of a staff supervisor

Participation in ongoing training, especially in the areas of policy and procedures, supervisory responsibilities, and circulation and borrower services

Exemplifies excellence in providing circulation services; modeling appropriate behavior and correct policy and procedure to other student assistants at all times

Assist with recruiting, interviewing, hiring, scheduling, and training of student circulation assistants in collaboration with Circulation Services supervisors and other level C student supervisors

Supervision and staffing of circulation desk in absence of circulation supervisor especially during opening, closing, nights, weekends and extended exam hours

Must work during exam periods and be available for opening and closing, late nights, weekends and extended hours as needed

Participation with long-term or ongoing oversight of Circulation Services projects; planning of services

Work cooperatively with others and accept direction from supervisors

Other responsibilities as required to assist the department in obtaining and maintaining its mission

Promotes and facilitates use of the resources of Library and Information Services

Understands, anticipates and responds to users' needs

Insures consistent service standards for every user

Collaborates with teams across LIS to support LIS Strategic Directions

Displays sensitivity and professionalism in providing service

Supports the teaching and learning mission of the college

Key Principles:

Library and Information Services is part of an educational community and shares in the responsibility for supporting teaching and learning as part of the College mission. We are committed to the following.

Proactive, responsive, respectful customer service

Opportunities and expectations for ongoing employee education and development

Collaboration within the organization, across the college, and beyond

Effective and open communication

Understanding the work of our customers

Education/training:

Ability to speak more than one language preferred

Experience:

services required

Demonstrated experience in customer and/or library information

experience required

Previous customer service, specifically library and information services

In-depth knowledge of library systems, library and information services, customer services, desktop applications preferred

Technology, library and information literacy

Demonstrated interpersonal and communication skills, ability to communicate in a customer service-oriented manner essential

Demonstrated ability to work successfully in a team-oriented environment, responding rapidly and gracefully to changing demands

required

Demonstrated maturity, competence and peer supervisory experience

At least one semester LIS Circulation Services experience (summer Circ experience preferred but not required), or has clearly demonstrated leadership and supervisory skills and knowledge of Circulation Services policy, procedure and theory

Ability to create and promote a motivational environment where learning and training are ongoing

Position Number: 900590

Position Title: ITS MDS Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description: Responsibilities:

- Interact with customers to help troubleshoot Level 1 and 2 Helpdesk tickets
- Work with computer distribution team upgrading campus computers
- Attend cross training with the helpdesk consultants
- Help maintain records of upgrades
- Deliver pre-configured computers, monitors and peripherals to computer labs and offices.
- Perform daily computer lab checks of all labs maintained by ITS
- Check Paper/Toner levels in printers – restock as needed
- Organize and clean-up labs as needed
- Identify problems, perform basic trouble shooting and report any hardware/software problems to the Service Requests staff

Qualifications:

- Able to take direction, work independently and with team
- Lifting/carrying and moving equipment around campus on dollies is required
- Knowledge of computer use on campus
- Ability to provide appropriate customer service over the phone, by e-mail and in person
- Ability to lift and carry equipment up stairs

Hours:

- Requires daytime work (8:30am-5pm) Mon-Fri.
- Weekly time commitment: 8-10 hours/week.

Position Number: 900672

Position Title: Library Language Catalog Specialist

EDORDA: 311-3101-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Michael Warner

Description: Education and Training

Requires fluency in specified language above a beginner's level.

Extensive on the job training in catalog description and database searching

High level of independent work

Ability to think critically, apply knowledge to new situations, and resolve problems

Position Number: 900558

Position Title: Library Multimedia Lab Tutor

EDORDA: 314-2002-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Heather Stafford

Description: Spend your summer creating websites, animations, and digital video. Projects include media collections, course website development, 3D scientific imaging and virtual world development.

A prerequisite for this position is previous work experience in the Multimedia Lab Tutor Trainee position.

*Staff the Wilson Multimedia Center during afternoons, nights and weekends

*Support the development of multimedia curricular material

*Support workshops in the use of multimedia applications

- *Provide on-site expertise to users of the lab
- *Help to maintain the equipment in the lab
- *Monitor the equipment in the lab and report and hardware and/or software problems to the staff in a timely manner
- *Requires some independence, but also some supervision

Requirements

- *Demonstrated capability and skills working in the digital media lab tutor trainee position
- *Ability to work independently in unsupervised situations
- *Knowledge of multimedia development using appropriate applications, on PC and Mac platforms, such as, Premiere, MovieMaker, Final Cut Pro, iMovie, scanning, cd and dvd burning & mastering
- *Knowledge of applications pertaining to web design and creation, e.g. WordPress, Photoshop, Illustrator
- *Excellent communication skills, both oral and written

Position Number: 900689

Position Title: Summer Digital Media Intern

EDORDA: 311-3101-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Heather Stafford

Description: Responsibilities:

This is a technically oriented position which requires a creative, curious, and critical disposition.

Candidates in this position will work with all members of the international college community as well as alumni, parents and off campus users.

Fluency in a language is not required, but a plus.

Must participate in active-learning training prior to the start of language schools.

Availability from late May through early-mid August is required.

Successful applicants will spend the summer supporting users of the lab, as well as working on collaborative digital media projects with faculty and staff.

Participate in and facilitate peer mentoring across a variety of technologies and methods

Develop, contribute to and improve systems of documentation and support for common help requests

Follow security, privacy, and honor code guidelines as they apply to support for development and modification of course and academic project materials.

Respect and adhere to policy and law regarding confidentiality of patron records and transactions

Experience:

Lab maintenance as necessary – troubleshooting printing issues, supplies, and ensure work-ability of equipment in all ways.

A troubleshooting aptitude and willingness to investigate problems and work through viable solutions autonomously

Strong verbal and written communication skills

An interest and strength in teaching and learning new things

Proven strength in collaboration and working in team-based environments

Knowledge/Skills :

Interns must feel comfortable in an environment where they may face a variety of questions that they do not immediately know the answer to, but can find the answer by using a variety of resources and testing techniques.

Candidates must be self-motivated, interested in continuing on their own learning curve, and work well with and without supervision.

An ability to take initiative, be a creative problem solver, and possess a high level of adaptability is required.

Regular attendance at mandatory weekly meetings is expected as is contribution to topics discussed at the meeting

Interns will often be called upon to complete professional presentations of services and tools in the Wilson Media Lab.

Position Number: 900587

Position Title: Library Multimedia Lab Tutor Supervisor

EDORDA: 311-3101-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Heather Stafford

Description:

position. Advises, manages, and schedules students in Multimedia Lab Tutor

Train students in the Multimedia Lab Tutor Trainee position.

Staff the Wilson Multimedia Center during afternoons, nights and weekends

Project Manager for the development of multimedia curricular and campus community materials

Organize and lead workshops in the use of multimedia applications

Provide on-site expertise to users of the lab

Help to maintain the equipment in the lab

Monitor the equipment in the lab and report and hardware and/or software problems to the staff in a timely manner

Education & Training

Possess supervisory skills to include managing, training, and hiring of new students

Ability to delegate work effectively

High level of knowledge of multimedia development using appropriate applications, on PC and Mac platforms, such as, Premier, MovieMaker, Final Cut Pro, iMovie, scanning, cd and dvd burning & mastering

Knowledge of applications pertaining to web design and creation, e.g. DreamWeaver, Photoshop, Flash

Excellent communication skills, both oral and written

Position Number: 900586

Position Title: Library Multimedia Lab Tutor Trainee

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Heather Stafford

Description:

Staff the Wilson Multimedia Center during afternoons, nights and weekends with supervision

Support the development of multimedia curricular material

Train to support workshops in the use of multimedia applications

Train to provide on-site expertise to users of the lab

Help to maintain the equipment in the lab

Monitor the equipment in the lab and report and hardware and/or software problems to the staff in a timely manner

Education & Training

Some knowledge of multimedia development using appropriate applications, on PC and Mac platforms, such as, Premier, Movie Maker, Final Cut Pro, iMovie, scanning, cd and dvd burning & mastering helpful

Knowledge of applications pertaining to web design and creation, e.g. DreamWeaver, Photoshop, Flash, helpful

Excellent communication skills, both oral and written

Position Number: 900693

Position Title: LIS Network Administrator Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Library and Info. Services

Supervisor: William Sneed

Description: Assist College Network Administrators in the assessment and monitoring of wired and wireless network equipment and services.

Respond to and evaluate problem reports of network failures or degraded service.

Go on-site when necessary to diagnose network connectivity problems, activate network jacks.

Measure and map wireless coverage.

Inventory and document networking equipment, deployment and configurations

Organize network cables

Job Qualifications:

Strong Technical aptitude.

Basic understanding of network client configuration (Windows and Macintosh systems; mobile devices)

Experience or willingness to learn networking protocols including TCP/IP, SNMP, DNS, DHCP, 802.11x

Experience or willingness to learn networking tools and applications (ping, trace route, dig, whois, netstat)

Experience or willingness to learn the OSI network model

Position Number: 900531

Position Title: Library Office Assistant

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Doreen Bernier

Description:

Position Number: 900018

Position Title: Library Preservation & Processing Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Joseph Watson

Description: Process and mark new materials including producing and applying item labels, stamping and plating materials to indicate ownership, and processing for security system as needed.

Perform preservation treatments on non-archival materials including pamphlet binding, constructing pockets, tipping pages, and repackaging media materials.

Process commercial bindery shipment including collating and packing materials and unpacking and checking materials upon return.

Completes associated projects as assigned by supervisor including searching on-line catalog to determine ownership of gift materials, cleaning book stacks, and other related assignments.

Qualifications

Good keyboard skills, high degree of manual dexterity, accuracy, neatness, efficiency, and patience with detailed work.

Position Number: 900567

Position Title: LIS S&N Computer Consultant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Tom Cutter

Description:

Position Number: 900711

Position Title: ITS Media Summer Specialist

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Stewart Lane

Description:

Run daytime and evening screenings in support of the Film/Media Department's classroom instruction, at various classroom locations across campus but notably auditoriums (Dana, Twilight) and viewing rooms (Axinn 232)

Supervise other student screeners as necessary in the above duties and/or in general academic support classroom screenings and equipment collections

Meet patrons' needs while maintaining library disciplines and procedures designed to provide a consistent, high standard of service

Provide support as needed to Media Services and Circulation.

Assist patrons with, and troubleshoot, various media equipment, films and screening rooms and equipment

Inventory and inspect equipment located at Circulation and in classrooms throughout campus.

Refer questions and problems to the appropriate department and library resource - Circulation supervisor, Media Services, Reference Librarian, Helpdesk and other LIS departments

Technically oriented position needing people with the ability to work in a high stress, fast paced environment supporting computing on campus for all members of the college community as well as alumni, parents and off campus users.

Speaking knowledge of one or more of the 10 languages in the Middlebury Language School a plus. English fluency required. Basic support of computing issues for all 10 languages expected.

35 hour a week work commitment throughout the 9 weeks of language school plus 2 weeks of intensive training prior. Some weekend and evening work required.

- Maintain security of library materials, including media, equipment, and projection room keys
- Respect and adhere to policy and law regarding confidentiality of patron records and transactions
- Total commitment to confidentiality of patron records and policies involving information access
- Expectation of ongoing training in areas of film equipment, policies and protocols, supervisory duties, and proper collection handling and management
- Expectation of modeling appropriate behavior and policies to other students at all times
- Required expertise, through ongoing training, at 35mm, 16mm, and mini-DV projection in Dana Auditorium or other applicable venues

Required expertise, through ongoing training, in various skills to provide backup for Media Services staff and events

Other duties as assigned

Key Relationships/Interpersonal Skill:

With certain groups within the Middlebury College Community, including Summer Language School Media Services, Circulation staff, Helpdesk.

With the Middlebury College Community in general - faculty, students, staff, alumni, guests & visitors

Department of Public Safety and Facilities Management as it relates to LIS and Library security and safety

Education/training:

Current Middlebury College student

Weekly schedule may involve specific opening and/or closing shifts, may involve specific number of hours during exam periods

Expectation of continuing training in all areas of film handling, presentation, projection, and equipment

Experience:

Customer service experience required

At least one semester experience in "LIS Media Assistant - General" position strongly encouraged

Familiarity with common media formats (VHS, DVD, Laserdisc) required

Outstanding communication skills required

Ability to work responsibly with confidential information required

Ability to work responsibly with expensive film materials and equipment required

Library and information services experience preferred

Maturity and competence in working independently frequently

Creativity and competence in problem-solving under pressure as needed

Technology and Information Literacy

Desirable Skills

- General understanding of Mac and Windows environments
- Understanding of the Campus network infrastructure with ability to support network issues, intranet, servers.?
- Familiarity with the World Wide Web; ability to use various software packages and support web development and questions?
- Lab maintenance as necessary - troubleshooting printing issues, supplies, and ensure workability of equipment in all ways.
- High level of communication skills ?
- Ability to provide computing support over the telephone
- Facilitate instruction sessions ?
- Work with the public?

· Work as a member of a team.

General Requirements

Consultants must have some level of technical knowledge as well as being comfortable in knowing how to search for answers that they may not already have, be self motivated, continue their own learning curve, work both with and without supervision, be able to take initiative, be a fast learner, work as member of a team, know where to turn for technical advise and support, maintain composure under pressure. Most importantly they need to be responsible and punctual.

Regular attendance at mandatory weekly meeting and contribution to the topics at hand

Professional presentation of services in the Helpdesk and other locations on campus.

Position Number: 900840

Position Title: ITS Media Videographer

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Mack Pauly

Description: *Run weekly recordings in a variety of venues on-campus, perform basic video editing on recorded lectures and publish edited recordings in all appropriate formats: physical media, web, file server, etc.

*Occasionally assist patrons with, and troubleshoot, various media equipment, films and screening rooms and equipment

*Respect and adhere to policy and law regarding recordings and copyright.

*Required to work during exams, as well as evening and weekend hours

*May be required to work a set weekly schedule

*Flexibility and commitment to a work schedule and duties

*Expectation of a highly efficient use of self-directed time and appropriate decision making skills

*Expectation of modeling appropriate behavior and policies to other students at all times

*Required expertise, through ongoing training, in various skills to provide backup for Media Services staff

*Other duties as assigned

Key Relationships/Interpersonal Skill:

*With certain groups within the Middlebury College Community, including Film/Media faculty and staff, Media Services, Circulation staff, Helpdesk, alumni filmmakers and donors, and outside guests at special events

*Department of Public Safety and Facilities Management as it relates to LIS and Library security and safety

Key Principles:

*Library and Information Services is part of an educational community and shares in the responsibility for supporting teaching and learning as part of the College mission. We are committed to the following.

*Proactive, responsive, respectful, professional, customer service

*Collaboration within the organization, across the college, and beyond

*Effective and open communication

*Understanding the work of our customers

*Flexibility to innovate and adapt to a changing environment

*Ability to quickly and efficiently learn new concepts, programs, systems, and functions in a changing tech environment

Expected Outcomes:

*High quality recordings of lectures and events that are recorded, edited, and published timely, professionally, with good audio and video, including attention to lighting.

*Supportive, friendly and responsive staff in the Library and throughout campus

*Gain knowledge of users needs and expectations

Experience

*Current Middlebury College student

*Expectation of continuing training in all areas of video production

*Previous experience in videography (recording, editing or publishing) a strong plus.

*Experience with using video or audio editing software a strong plus (e.g. iMovie/iLife, Final Cut, Avid, Adobe Premiere, etc.)

*Knowledge of still cameras, as well as audio recorders a strong plus.

*Film/media, art, theater or music coursework or experience a plus.

*Familiarity with common media formats (VHS, DVD, Laserdisc) required

*Good communication skills required

*Ability to work responsibly with expensive film materials and equipment required

Position Number: 900583

Position Title: Library Web Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Bryan Carson

Description: Responsibilities

Assist in the maintenance of Web site for the Library. Ensure consistency of design, layout, functionality and integrity of content. This includes but is not limited to:

- Coordinating with the Electronic Services Librarian on Web site maintenance. Good communication skills are essential, especially in an electronic, asynchronous environment.
- Ensuring that unique Info Architecture (IA) features remain functional (e.g., forms, connected pages, integrated library system and digital asset management system dependencies.)
- Transferring content from the variety of forms it is received to HTML or other formats as needed.
- Playing an active role in tracking necessary Web updating, taking the initiative to prepare it for the Web as necessary.
- Carrying out various forms of graphic manipulation within the CMS
- Keeping supervisors informed of accomplishments, issues encountered, etc.

As a Web Assistant in this position, you will be working on the largest sub-site of the College Web site (over 5,500 pages in <http://www.middlebury.edu/academics/lis/lib>). There are many functionalities unique to this site. After training, you will be expected to understand these functionalities and their implications for and dependencies on the site as a whole as well as on other electronic systems LIS utilizes. You will edit large amounts of content according to a systematic plan. You will also be invited to provide feedback as a student user of the site. After training, your work schedule can become extremely flexible.

Expected Outcomes

- Clear backlog of CMS page repairs
- Normalize IA of Online Guides
- Restore timely upkeep of content on lis/lib
- Allow Electronic Services Librarian to delegate repetitive but content-unique tasks
- Library will be better positioned for improvements and further integration of the LIS site

Qualifications

Familiarity with PC, Web site maintenance, CMS. Ability to prioritize a large number of tasks is essential. Preferred qualifications: ability to edit raw HTML and use Photoshop and Dreamweaver.

Position Number: 900075

Position Title: Library Web Specialist

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Library

Supervisor:

Description:

Position Number: 900656

Position Title: LS Communications Assistant

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Language Schools Admin.

Supervisor: Brook Escobedo

Description: Assist the Director of Marketing for the Language Schools in maintaining contacts, researching and identifying other language programs, and carrying out other web-based research projects as assigned Help in distribution the Language Schools marketing material within Middlebury College and other institutions Collect and maintain a database of Language schools contacts and manage mailings that go out to these contacts Assist in the day-to-day office responsibilities in the Language Schools such as responding to emails, some office administrative work, and other duties as assigned Help in editing and re-writing content that appears on the Language Schools website ExperienceMust have experience shooting and editing video. Strong English-language reading, writing, and editing skills required. Foreign language skills desired. Experience with PhotoShop, MS Word, and PowerPoint required. Familiarity with PCs, Macs, scanners, and digital photography expected.

Position Number: 900617

Position Title: LS Web Development Specialist

EDORDA: 314-3345-50200-10-000000-14474

Position Type: None

Department:

Supervisor: Brook Escobedo

Description:

Designs, develops, and maintains over 200 individual web pages within the Language Schools web site.

Ensures consistency of design, layout, and integrity of content across an extensive network of pages.

Uploads text and images to the web site.

Takes an active role in tracking necessary web updates, taking the initiative to find up-to-date content, prepare it for the web, and post it accurately and efficiently.

Communicates effectively with webmaster's office and LIS to effect updates and improvements in LS site.

Manipulates images in PhotoShop.

Carries out related technical tasks such as copying digital material to disk, adapting PowerPoint presentations, and preparing multimedia for the web.

Participates in workshops to advance computer skills.

ExperienceExperience in web page development required. Strong English-language reading, writing, and editing skills required. Foreign language skills desired. Experience with PhotoShop, MS Word, and PowerPoint required. Familiarity with PCs, Macs, scanners, and digital photography expected. Web design skills desired. Must have experience shooting and editing video.

Position Number: 900168

Position Title: Mail Clerk

EDORDA: #N/A

Position Type: #N/A

Department: Facilities Services

Supervisor: Jacqueline Galenkamp

Description: Primary Purpose-Responsible for promptly and accurately processing and distributing mail and packages for all student, faculty and staff. Drive motorized vehicle to deliver campus mail & packages. Maintain a clean work space by vacuuming, mopping and dusting when necessary.Sort U.S. mail/packages for all students, faculty and staff.Distribute mail to all students and correct all incorrect mail.Wait on customers at the business window , answering general questions and handing out packages.Help out processing UPS packages and Express for all students, faculty and staff.Deliver mail on campus to all departments, using a mail bag that may weigh up to 30 lbs. Might be needed to lift up to 50 lbs on occasion.Must be able to work under some pressure.'- Must have and maintain a valid driver's license- Able to follow written and oral instructions.- Excellent interpersonal and communication skills.

Position Number: 900137

Position Title: Library Catalog Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Marlena Evans

Description:

Position Number: 900295

Position Title: Library Digital Projects

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Danielle Rougeau

Description: Use Optical Character Recognition software to scan books and pamphlets relating to Vermont state and local history and convert them to ASCII text.

Proofread files and upload to MIDD-UNIX file server to provide Web access.

Good typing skills and familiarity with personal computers and scanning equipment.

Knowledge of basic HTML tags.

Ability to quickly learn to use software products such as OmniPage Pro, Arachnophilia, and Dreamweaver.

Good attention to detail is important for proofreading.

Must be self-motivated and able to work independently after training.

Position Number: 900136

Position Title: Main Library - Government Doc Assistant

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ginny Faust

Description: Would prefer student who would be available before and after summer school.

The Government Documents assistant will be required to learn and execute cataloging, bindery, stacks and other processes.

Perform copy cataloging functions. Search for bibliographic catalog records using DRA and LCMARC databases. Verifies accuracy of bibliographic records by comparing MARC record with physical document. Copies records into library's catalog (MIDCAT). Edits online record to comply with local practices.

Perform bindery functions. Process and mark new materials including paper, microfiche, videocassette, CD-ROM and DVD documents. Processing includes labeling, and stamping, processing for security system. Barcode (creating on-line item records in library catalog) documents to make them shelf ready.

Update and expand the Government Documents information on the web.

Process incoming shipments. Verify accuracy of shipments. Keep statistics of incoming materials. Process claims for unshipped documents.

Shelving and reshelving paper documents and filing microfiche documents using the Superintendent of Documents classification system. Must be alert to shelving problems to be reported to the associate.

Other shelving duties may include general cleaning; relocation of books, assembly and disassembly of shelving

Helps to maintain the government documents public computer workstations.

Works on long term projects to improve access to Government

Documents.

Position Number: 900140

Position Title: Library ILL/Reserve Assistant - General

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Rachel Manning

Description:

ILL Borrowing: Process incoming mail and electronic articles, updating ILLiad records and preparing items for mailing.

ILL Lending: Search location of incoming lending requests, retrieve journals for scanning, process and update ILLiad and OCLC computer records, and electronically send articles via ARIEL.

Reserves: Process materials including scanning documents and creating .pdf files.

The Interlibrary Loan/Reserves department is looking for highly committed students who work independently, cooperatively, thoughtfully, and with scrupulous attention to detail. Interlibrary Loan/Reserve student assistants routinely use up to six software systems in the course of their daily work, including OCLC Resource Sharing, ILLiad (Interlibrary Loan Database), Ariel (for sending and receiving journal articles), the new Library Catalog: Millennium, Docutek (for managing electronic reserves), and ECopy (for editing electronic files). Students must be willing to learn a variety of programs and tasks. Commitment to schedule required. Applicant must agree to maintain work schedule through the academic semester, including the exam period.

Position Number: 900400

Position Title: Library ILL/Reserve Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Rachel Manning

Description:

Process ILL Borrowing: managing incoming mail and electronic articles. Update ILLiad and OCLC records and preparing items for mailing. Work with ILLiad Database and manipulation of electronic files.

Process ILL Lending: searching location of incoming lending requests, retrieving journals for scanning, processing and update ILLiad and OCLC computer records, and electronically send articles via ARIEL

Reshelf/file library material and maintain library book stacks to a high standard of order and tidiness

Process materials for reserves including retrieving and processing books, scanning documents, creating .pdf files, and managing Docutek ERes files.

Other related library and clerical duties including, but not limited to: recording statistics; mailing; filing; computer data maintenance projects; general cleaning; relocation of books and furniture, assembly and disassembly of shelving; measurement and survey projects as required for planning; inter-branch light delivery; clearing public spaces, sorting/organizing collected library materials.

Qualifications

Able to be flexible and balance work load with rapidly changing demand of departments

Position calls for a capacity for independent work, sound judgment with respect to time management, attention to detail, accuracy and commitment to maintaining a first-class research resource

Applicants should be tolerant of dust and common household cleaning product.

Experience

Library and information services experience preferred

Knowledge of computer hardware, software and equipment preferred

Maturity and competence in working independently

Position Number: 900141

Position Title: Library Indexing Assistant

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Michael Warner

Description:

Students skim each issue of the Rutland Herald newspaper, choose articles about Vermont & Vermonters, and write a brief summary of the article. In addition, indexers decide on appropriate subject headings from a controlled thesaurus, adding them to each record, along with citation information (date and location of article).

Along with similar work done by UVM for the Burlington Free Press, the Rutland Herald records are included in an index that is available worldwide on the Web and is of benefit to students and other researchers of Vermont history, politics, and culture.

Writing skills must be above average and a basic knowledge of subject headings is necessary. Accuracy and attention to detail are essential parts of the job. Students' work is checked by supervisor.

Note: candidates must complete a brief writing exercise to display their ability to summarize articles and choose subject headings.

Position Number: 900215

Position Title: Library Serials & Collection Management

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor: Arabella Holzapfel

Description:

unpacking book shipments; verifying orders, invoices,
packing slips

processing received shipments prior to cataloging

data entry, including order updating

filing

searching catalog for donated items

returning unwanted items to publishers and vendors

ensuring online catalog displays current information
regarding book status, etc.

helping sort Library mail and open mail addressed to
the Acquisitions Dept.

Knowledge of at least one language taught at Middlebury College is required

Position Number: 900582

Position Title: Main Library - Digital Projects, Raum

EDORDA: 311-2401-50200-10-000000-16095

Position Type: None

Department:

Supervisor: Hans Raum

Description:

Use Optical Character Recognition software to scan books and pamphlets relating to Vermont state and local history and convert them to ASCII text or PDF format.

Organize files and upload to MIDD-UNIX file server to provide Web access.

Good typing skills and familiarity with personal computers and scanning equipment.

Knowledge of basic HTML tags.

Ability to quickly learn to use software products such as CONTENTdm for digital asset management and ABBYY FineReader for optical character recognition.

Inventory archival material in the locked part of the Vermont Collection and create finding aids for inclusion on our Web page.

Good attention to detail is important.

Must be self-motivated and able to work independently after training.

Position Number: 900266

Position Title: Library Special Collections Student Associate

EDORDA: #N/A

Position Type: #N/A

Department: Library

Supervisor:

Description: Offer is contingent upon successful completion of a criminal background check.

Student associates must understand that they will work with rare, fragile, and sometimes unique materials that cannot be replaced; careful and thoughtful handling is required. Associates will:

Assist in the general maintenance of the collections, including, but not limited to, gathering, shifting, tracking, and reshelving materials.

Complete archival projects from updating existing labels and inventories to (with supervision) processing collections (weeding, organizing, re-housing in archival containers, labeling) and creating online finding aids.

Assist with Rare Books processing, inventory, and record maintenance, and stacks cleaning.

Scan materials for patron requests using high-resolution flatbed scanners.

Assist with research, preparation of exhibits, and production of social media posts.

The student must exhibit keen attention to detail; be able to work independently; be dependable; closely follow instructions and ask clarifying questions to successfully complete tasks; and exercise sound judgment. An interest in history, literature, archives, and in cultural artifacts such as books, manuscripts, photographs, etc. is useful. May sometimes be required to practice discretion and maintain confidentiality.

Physical requirements:

Frequently sit, stand, kneel, squat or bend.

Frequently load, unload, and maneuver a loaded rolling book truck up to 50 pounds.

Occasionally lift objects above the shoulder or over the head. Occasionally climb up and down ladders and step stools.

Position Number: 900560

Position Title: Library - Special Collections Monitor

EDORDA: 311-2121-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor:

Description: Greet users of and visitors to Special Collections informing them of Special Collection registration, policy and procedures.

Answer phone lines and take complete, legible messages when needed.

Refer users and visitors to appropriate Special Collections staff.

Accession and process materials, data entry and photocopying.

Respect for the intrinsic value and rarity of Special Collection materials and general knowledge of services in order to respond to inquiries.

Assist with general routine tasks, e.g. mail, exhibition maintenance, etc.

Education and Training

Monitors are asked to commit to working for the duration of one full semester.

Ability to handle multiple tasks and pay close attention to detail

Ability to organize, communicate clearly, and work independently

Ability to maintain confidentiality is extremely important

Computer experience on PC is needed with a familiarity of Microsoft Word, Excel, Filemaker Pro and Outlook

Pleasant in person and phone demeanor and courtesy with students/faculty/staff and guests of Special Collections is required.

Position Number: 900252

Position Title: MATH Grader

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: Mathematics

Supervisor: Kelli Shuttleworth

Description: Responsibilities:

Student will be responsible for assessing homework for a particular section of a mathematics course. The student will work with the professor to determine standards for assessment and work schedule.

Experience:

Students must have successfully completed the course (either at Middlebury College or elsewhere).

Other: Reliability and timely completion of work.

Position Number: 900708

Position Title: CCSRE Media & Programming Intern

EDORDA: 311-2110-50200-10-000000-10040

Position Type: None

Department: Film and Media Culture

Supervisor: Sheerya Shivers

Description: The Media and Programming Intern is an experienced Middlebury College student who serves as a para-professional member of the Center for Comparative Study of Race and Ethnicity (CSCRE) team. The key responsibilities of this position include:

Assisting with filmed oral interview projects

Assisting with indexing digital materials

Assisting with maintenance of the new website

Assisting with a CCSRE blog

Assisting as needed with other projects that emerge over the course of the year

Maintain and update electronic and paper bulletin board

Manage weekly events updates Documenting CCSRE events (videotaping, photographing)

Education and Training

Skills and Experience:

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; stellar organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; previous web, social networking, video taping and editing experience strongly preferred.

Knowledge:

Facebook; Drupal; Twitter; Microsoft Word, Imovie, Illustrator, PowerPoint, and Outlook.

Position Number: 900105

Position Title: BIOL Microbiology Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description: The laboratory assistant will be responsible for sterilizing laboratory glassware, processing biohazardous materials, preparing laboratory supplies, solutions, and bacteriological media. In addition, this student will be responsible for maintaining and subculturing bacterial and fungal stocks, and assisting students in maintaining a clean and organized laboratory environment.

Experience: Basic chemistry and biology knowledge is required.

Knowledge/Skills :

Must be reliable, organized, independent, willing to learn, and not afraid to ask questions. A willingness to learn is essential, and attention to detail is crucial. Specialized training will be provided.

Position Number: 900511

Position Title: Midd Magazine Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Matt Jennings

Description:

Position Number: 900737

Position Title: MiddCORE Intern (Index GIMDCO)

EDORDA: #N/A

Position Type: #N/A

Department: Creativity & Innovation

Supervisor: Jessica Holmes

Description:

Position Number: 900839

Position Title: MiddCORE Plus Intern (summer stipend \$3,000)

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Kathryn Benson

Description: MiddCOREplus is a summer program which matches students who have completed MiddCORE with local Vermont start-ups, established firms or non-profit organizations for a eight-week project-based work experience. Students commit 30 hours per week to the pre-determined challenge, and leverage the many skills developed in MiddCORE. In addition, students are required to attend an on-campus weekly workshop with the MiddCOREplus faculty director and invited MiddCORE mentors to build skills in communication, collaboration, negotiation, idea development and implementation.

Position Number: 900108

Position Title: Midd Magazine & Publications Intern

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Matt Jennings

Description:

Position Number: 900687

Position Title: MMLA Office Assistant

EDORDA: 311-6108-50200-10-000000-13153

Position Type: None

Department:

Supervisor:

Description: Assist Middlebury Monterey Language Academy staff with various office duties, such as data entry, photocopying, on-campus errands to all buildings, phone coverage, proof-reading, preparing

information packets, and other office tasks deemed necessary. Qualifications Punctual, good telephone manner, good people skills, accurate and careful, flexible, patient, ability to relate to people from diverse cultures and backgrounds. Ability to sit and/or stand for long periods of time. Knowledge of one of the languages we teach is helpful.

Position Number: 900616

Position Title: Outdoor Programs Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Doug Connelly

Description: Middlebury Outdoor Programs oversees the Gear Room, Climbing Wall, Bike Shop, and designs outdoor adventures for students on weekends or school vacations. Outdoor assistants will have primary responsibilities in managing the Gear Room, while also supporting other activities as needed.

Gear Room Management

- Assist students with gear borrowing on Tues/Thurs evening Gear Room hours
- Accurately pack reserved gear for planned wilderness trips.
- Inspect all returning equipment for damage, dirtiness, missing parts, etc.
- Track borrowed gear, prevent missing gear, and maintain inventory information

Equipment Repair

- Perform repairs of outdoor equipment to maintain safety and quality
- Clean equipment and associated storage areas (FIC, Boat Barn)

Logistical Support

- Assist with trip planning (ex - routes, equipment selection, vehicle reservations)
- Van driving

Additional Projects to support Outdoor Programs office

Qualifications:

- A high level of familiarity and expertise with the use, maintenance, and repair of outdoor equipment.
- A high level of attention to detail.
- A commitment to accuracy and accountability.

- Experience in Outdoor Leadership (MMC Guide, MidView Leader, Summer Outdoor Employment)

Position Number: 900621

Position Title: Arts Music Accompanist

EDORDA: 311-2131-50200-10-000000-10624

Position Type: None

Department: Arts Center

Supervisor: Shannon Bohler

Description:

Position Number: 900659

Position Title: MUSC Choir Accompanist

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Music

Supervisor: Jeff Buettner

Description: Responsibilities:

Accompany rehearsals and performances of the College Choir and other ensembles (College-Community Chorus, Collegium) as needed.

Experience:

Choral rehearsal accompanying and/or experience playing piano in ensembles (chamber music or orchestra) is required. Solo concert performance experience is not required. Experience leading rehearsals is desirable.

Knowledge/Skills :

Advanced keyboard skills required. Knowledge of how an accompanist functions in ensemble rehearsal is important. Knowledge of different styles of music is helpful.

Position Number: 900341

Position Title: MUSC Office Assistant

EDORDA: 311-2131-50200-10-000000-10622

Position Type: None

Department: Music

Supervisor: Anne Chabot

Description: Assist with administrative tasks as requested. Post music department event posters on and off campus. Maintain departmental bulletin boards and keep them up-to-date. Car not necessary, if you are okay with walking in all kinds of weather. Must be responsible and self-motivated. Perfect job for someone who wants to build some exercise into their money earning.

Hours as needed by department.

Position Number: 900780

Position Title: MUSC Orchestra Assistant

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Music

Supervisor: Anne Chabot

Description: Responsibilities

Assists the orchestra conductor with tasks including but not limited to room and stage set-up, copying and distributing music, and taking attendance.

Knowledge

Some knowledge of music notation is helpful.

Other

Person should be self-directed and organized.

Position Number: 900630

Position Title: MUSC Website Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Music

Supervisor: Anne Chabot

Description: Responsibilities

Update the music department Website including researching and updating the music alumni page. Communication with alumni and the alumni office will be necessary. Patience and research skills desired. Computer skills and knowledge of CMS a plus.

Position Number: 900113

Position Title: Music Libr Acquisitions Associate

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Daniel Frostman

Description:

Position Number: 900114

Position Title: Music Libr Catalog Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Daniel Frostman

Description:

Position Number: 900116

Position Title: Music Libr Tech Processing Assist

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Daniel Frostman

Description:

Position Number: 900115

Position Title: Music Library Circulation Assistant- skilled (NOW 900576)

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Daniel Frostman

Description:

Check in/out library materials

Answer patron concerns and questions

Be knowledgeable of library building and functions

Qualifications

Professional and upbeat manner. Solid communication skills. Team player. Flexible. Confident.

Position Number: 900405

Position Title: Music Library Summer Technical Processing Associate

EDORDA: 313-2302-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Daniel Frostman

Description:

Position Number: 900117

Position Title: International Programs Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Int'l Prog & Off-Campus Study

Supervisor: Kayla Weiss

Description: Responsibilities; Reception and office support Scan & file documents Sort mail, answer phones Schedule appointments filing, copying, data entry other special projects as assigned. Education and

Training Previous customer service and office support experience preferred, attention to detail, good communication skills, enthusiasm for study abroad.

Position Number: 900568

Position Title: Off Campus Study Online Blog Editor

EDORDA: #N/A

Position Type: #N/A

Department: Int'l Prog & Off-Campus Study

Supervisor: Stacey Thebodo

Description:

Position Number: 900443

Position Title: Off Campus Study Office Assistant - Skilled

EDORDA: 311-6101-50200-10-510107-00000

Position Type: None

Department: Int'l Prog & Off-Campus Study

Supervisor: Nicole Chance

Description:

Position Number: 900271

Position Title: OVW Grant Support Intern

EDORDA: 311-2902-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Karen Guttentag

Description: Responsibilities:

Provide support for the implementation of activities to advance the education about, prevention of, and response to sexual assault, dating violence, and stalking on campus. Includes but is not limited to: 1) Create a variety of well-designed materials for various campus constituencies on topics related to sexual violence. This includes what to expect from a SANE exam; information for students studying abroad; how to support a friend; for faculty, how to respond to and support students who disclose experiences

of sexual violence; and many other topics. 2) Upgrade and develop Web-based resources on the topics above in various media formats as appropriate (narrated Power Point, visual, audio, etc.); 3) Assist with the development and implementation of a new annual prevalence survey; 4) Research best practices in social media technology for providing accessible information to students; 5) Additional research on evidence-based best practices at peer institutions on a variety of related topics. 6) Assistance with meeting and event planning, preparation of materials, etc.

Experience Desired:

1. Experience with graphic design, including print materials and Web-based design;
2. Excellent written and interpersonal communication skills and organizational skills; 3. Experience researching various options—policies, products, printing approaches, etc.—and presenting the choices coherently and with a well-reasoned recommendation.

Knowledge Desired:

The ideal candidate will have a strong interest in the area of sexual violence prevention and response and will have been involved at some level in initiatives at Middlebury.

Other: Availability of at least 5 hours per week to commit to this position. High level of self-direction; excellent phone skills for additional research.

It may be possible to extend this position into full-time work during the summer of 2014.

Position Number: 900333

Position Title: Sponsored Research Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Franci Farnsworth

Description: Prepare folder labels for new grant files and assist in grant file maintenance as directed. File information sheets and "endorsement forms" into appropriate binders. Working with Excel workbooks, automate various data collection and reporting functions. Organize and maintain library materials as directed. Photocopy materials. Perform searches of databases or government data sites as directed. Perform other tasks as required.

Knowledge

Office experience including use of MS Word and Excel.

Other

Ability to follow directions. Reliability.

Position Number: 900342

Position Title: Old Chapel Receptionist

EDORDA: 311-2502-50200-10-300814-00000

Position Type: None

Department:

Supervisor: Irene Barna

Description: Answer incoming phone calls to the President's Office. Greet visitors and answer questions. Help with various office projects when needed. ONLY ONE HOUR during lunchtime WEEK-DAYS is needed.

Position Number: 900783

Position Title: PCI Operations Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

Intern will be responsible for working with the Associate Director on all logistics for the Center's January Launch. Oversees and coordinates tasks for 20 student launch committee.

Position Number: 900767

Position Title: Orchestra Assistant

EDORDA: 311-2906-50200-10-000000-10983

Position Type: None

Department: Music

Supervisor: Andrew Massey

Description: Assists the orchestra conductor with tasks including but not limited to room and stage set-up, copying and distributing music, and taking attendance.

Knowledge

Some knowledge of music notation is helpful.

Other

Person should be self-directed and organized.

Position Number: 900822

Position Title: Knoll Intern

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Megan Brakeley

Description: Mission of the Program

The Knoll is dedicated to cultivating well-being of people, place and the planet. The Knoll is comprised of the Educational Garden, the Outdoor Kitchen and the Serenity Garden. The Educational Garden's 1 acre is used for growing food and student/faculty research. Our goal is to test theories and develop techniques that move us toward sustainability, regeneration and resilience. Interns join in the yearly cycle of food production and regeneration. Plant, cultivate, harvest and sell garden produce and flowers wholesale and retail. Run seed trials and learn seed saving techniques. Interns work in the Outdoor Kitchen learning to use the pizza oven and host events. The Serenity Garden is in the process of being designed to incorporate perennial plants surrounding the meditation bench and the labyrinth. Interns interested in mindfulness will be able to work on bringing workshops/events to The Knoll. Interns also lead tours to tell our story to alumni and visitors.

On-site responsibilities

- Carry out the sowing, transplanting, cultivating, harvesting and sales of the production garden.
- Collaborate with staff at Middlebury Dining Services and other business partnerships to develop orders and delivery of produce.
- Work with HOPE, the local food shelf, to grow and deliver food for the community.
- Set up and run on campus retail booth.
- Participate in Work Days/Parties with volunteers and working with the pizza oven for community events.
- MUST attend MCOF meetings to act as a liaison between The Knoll and the student group.
- Attend Workshops when possible
- Participate in the seed trials, seed saving and faculty research programs at the farm.

- Participate in Fall Family Weekend and Homecoming weekend tours of the farm
- Maintains tools and equipment in proper condition.
- Follows safety procedures for all workers and volunteers.

Outreach

Participates in scheduled visits to local farms for observation, tours and joint projects and partnerships

- Supports public relations initiatives with the college and local community.
- Performs other duties as assigned.

Time Commitment

Spring: 10-15 hours a week depending on weather and interns availability, beginning the week before spring break. 10-15 hours per week for 8 weeks in fall term. Specific days of work can be scheduled to fit your class schedule.

If you desire to experience the entire gardening season cycle you are encouraged to apply for the FoodWorks summer internship as well which is paid and has free housing at Weybridge House.

Knowledge, Skills and Abilities: Qualifications

- Dedication, passion and enthusiasm.

Experience:

Education and Training

Previous farming or gardening experience is not required. The Knoll is a place to learn and to teach others. An able body, a smiling face, patience, and good communication skills are also highly recommended.

Position Number: 900663

Position Title: Orientation and Community Engagement Intern

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Erin Morrison

Description: Orientation Interns serve as critical members of the College's MiddView planning team. They help to design and coordinate all aspects of the MiddView experiences that provide small-group connections amongst new students to ease their transition to college. The Orientation & Community Engagement Intern will collaborate with campus and community partners at the Center for Community Engagement and with the MiddView planning team to plan orientation programs and assist

with Leader Training as a part of fall orientation (Middview). Job Tasks may include but are not limited to: Communicate directly with over 50 community and campus partners to develop mutually beneficial programs & projects that engage with departments, local non-profits and agencies that support Addison County and the Middlebury College communities. With guidance from the Center for Community Engagement professional staff, assist in developing a leader training for Community Engagement Leaders that provides them with the opportunity to evaluate and deepen their awareness of personal values, learn about the local community, and develop interpersonal skills necessary to engage in community work. Create materials that will support orientation leaders as they implement community engagement projects during orientation including trainings, resource packets and leader handbooks. Work with local community partners to develop meaningful projects and events that introduce new students to social justice and community-based issues facing Addison County communities. Communicating regularly with incoming students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned. Work with MiddView planning team to plan and implement orientation events and programs during Middview, including managing registration, supporting move in day and other orientation programs as needed. Experience and skills that will make candidates especially successful: Current Middlebury student. It is helpful if interns have been involved in Orientation or CCE projects in the past or believe in the positive impact this program can have on campus. Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury. Ability to work independently on projects and collaborate with team members. Experience/interest in curriculum writing and leadership development. Past experience working in areas including but not limited to community engagement, volunteerism and leadership. Strong organizational skills. Time Commitment: Spring semester time commitment is part time (2-5 hours per week). Summer (June through September) commitment is full-time (37.5 hours per week).

Position Number: 900645

Position Title: Outdoor Orientation Trips Crew

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Doug Connelly

Description: Outdoor Orientation Trips Crew members pitch in wherever needed in the crucial final weeks before, during and immediately after the program. This may involve (but is not limited to) general Outdoor Orientation related office work, organizing, preparing and distributing trip equipment, dividing and dispensing group food, running errands to Burlington, field checking trip routes, providing feedback and input on the trip planning process, and other tasks as assigned. This position is an excellent introduction to the inner workings of a large outdoor program.

Qualifications:

Current Middlebury student. Interest in and enthusiasm for the Outdoor Orientation program. Excellent attention to detail. Some experience with outdoor equipment and activities.

Other details:

General workweek from the 8/11 start date to trip return (9/7) is 37.5 hours / week. During the first week of classes, there may be up to 6 additional hours. In the days and immediately prior to and during training and Orientation, irregular and perhaps longer hours may be necessary. Must be willing to work weekends during leader training and the program itself.

This position has been approved for a Job Extension/Early Arrival.

Position Number: 900746

Position Title: Outdoor Orientation Crew Member INDEX SOINK

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description:

Position Number: 900747

Position Title: Outdoor Orientation Trips Evac Crew

EDORDA: 311-6108-50200-10-610610-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description: * Conduct evacuations involving minor injuries or illnesses making it difficult for MiddView participants to continue, or negatively impacting the experiences of the other group members. Examples might be strains or sprains, colds and bugs, minor soft-tissue injuries, etc. This may require hiking with a heavy pack. It is possible that an overnight in the field may be necessary.

* Staff the MiddView emergency hotline. This hotline is staffed around the clock while trips are in the field, including over night.

* Document in writing all actions taken in the event of an evacuation.

Required Qualifications:

* Valid WEMT or EMT

- * Significant backcountry experience
- * Current MREMS membership
- * Ability to hike 5-10 miles with heavy pack in all conditions

Preferred Qualifications:

- * Previous experience with MiddView, FOO, or MMC programming
- * College Driver's License

Position Number: 900646

Position Title: FOO EMT

EDORDA: 311-2505-50200-10-000000-13112

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description:

Conduct evacuations involving minor injuries or illnesses making it difficult for Outdoor Orientation participants to continue, or negatively impacting the experiences of the other group members. Examples might be strains or sprains, colds and bugs, minor soft-tissue injuries, etc. This may require skiing or snowshoeing with a heavy pack. It is possible that an overnight in the field may be necessary.

Staff the Outdoor Orientation emergency hotline in the Crest Room. This hotline is staffed around the clock while trips are in the field, including over night.

Document in writing all actions taken in the event of an evacuation.

Required Qualifications

Valid WEMT, EMT, or WFR

Significant winter backcountry experience

Ability to hike 5-10 miles with heavy pack in all conditions

Preferred Qualifications

Previous experience with MOO, FOO, or MMC programming

College Driver's License

Position Number: 900484

Position Title: CCE Page 1 Literacy Coordinator

EDORDA: 311-2903-50200-10-000000-12832

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Responsibilities:

- Work closely with the Assistant Director to communicate with after-school and school staff in Addison County to set up Page One programming for Fall and Spring semesters. This includes arranging dates and times, collecting permission slips, confirming sign-up numbers, and otherwise coordinating the logistics 6-10 programs of weekly after school Page One programming.
- As a representative of the Middlebury College CCE, communicate promptly and professionally with approximately 10 partner schools and after-school programs by email and phone.
- Maintain confidentiality of sensitive information and understand role of volunteers vis a vis mandated reporting.
- In collaboration with the Page One Board and CCE staff, co-develop training for new volunteers in keeping with best practices. Document practices to maintain thorough records.
- Under the direct supervision of the Assistant Director, support volunteers to troubleshoot challenges with their programs, employing creative problem-solving and giving constructive feedback as needed.
- At the close of fall and spring semesters, solicit feedback on programs from volunteers and school staff and report back in a timely way to CCE staff.
- Assist with scheduling, planning, and implementing training for the incoming programs coordinator.
- This office position is 3 hours/week during Fall, Winter, and Spring semesters.

Experience

- Familiarity with and at least one semester's experience with Page 1 Literacy as a student volunteer.
- Additional teaching experience a plus.

Skills

- Detail-oriented and able to be persistent in working to arrange logistical matters
- Willingness to value partnership and collaboration with local partners as a first principal
- Excellent organizational and interpersonal skills
- Strong commitment to the Center for Community Engagement mission
- Comfortable communicating over email and phone
- Attentiveness to and understanding of student volunteer support needs
- Able to maintain calm under pressure and reach out proactively as challenges arise
- Able to manage and prioritize multiple tasks
- Strong computer skills, including Word, Excel, and Google Sheets

This position is 3 hours per week in the Community Engagement office, and the candidate must be available fall semester, J-Term, and spring semester.

Position Number: 900529

Position Title: CTLR Peer Tutor - Arabic

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane DiBella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: •attend all mandatory training sessions •contact assigned student clients in a timely manner to schedule appointments •keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required •respect the privacy of all student clients •explain concepts that students have difficulty understanding •use alternate methods and examples to explain content and help increase students' understanding of complex material •help students identify patterns in their speaking and writing •share successful study strategies based on experience and training •understand that students' work should reflect their own ability and not that of the tutor •provide positive reinforcement and help students become more confident in their own abilities •help students become more independent

as they progress in their foreign language acquisition
Experience/Knowledge/Skills; Foreign language tutors must:
• be in good academic standing
• have successfully completed the appropriate course level for the tutoring position desired and have departmental approval
• be qualified to teach problem-solving techniques

Position Number: 900358

Position Title: CTLR Peer Tutor - Art History

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

*be in good academic standing

*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval

*be able to teach problem-solving techniques

*have good interpersonal skills

*exhibit a desire to help others in their learning process

*be able to work independently or with a partner as assigned

*be punctual, reliable, and responsible with paperwork

*attend scheduled Peer Tutor training

Position Number: 900359

Position Title: CTLR Peer Tutor - Biology

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training

Position Number: 900360

Position Title: CTLR Peer Tutor - Chemistry

EDORDA: 311-2903-50200-10-000000-12883

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training

Position Number: 900361

Position Title: CTLR Peer Tutor - Chinese

EDORDA: 311-2112-50200-10-213493-12886

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to:

- attend all mandatory training sessions
- contact assigned student clients in a timely manner to schedule appointments
- keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required
- respect the privacy of all student clients
- explain concepts that students have difficulty understanding
- use alternate methods and examples to explain content and help increase students' understanding of complex material
- help students identify patterns in their speaking and writing
- share successful study strategies based on experience and training
- understand that students' work should reflect their own ability and not that of the tutor
- provide positive reinforcement and help students become more confident in their own abilities
- help students become more independent as they progress in their foreign language acquisition

Experience/Knowledge/Skills Foreign language tutors must:

- be in good academic standing
- have successfully completed the appropriate course level for the tutoring position desired and have departmental approval
- be qualified to teach problem-solving techniques

Position Number: 900362

Position Title: CTLR Peer Tutor - Classics

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must:

- * be in good academic standing
- * have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval
- * be able to teach problem-solving techniques
- * have good interpersonal skills
- * exhibit a desire to help others in their learning process
- * be able to work independently or with a partner as assigned
- * be punctual, reliable, and responsible with paperwork
- * attend scheduled Peer Tutor training

Position Number: 900158

Position Title: CTLR Peer Tutor - Computer Science

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Essential Functions: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis for entry-level courses and teach problem-solving techniques
General Responsibilities: candidate must:
*be in good academic standing
*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval
*be able to teach problem-solving techniques
*have good interpersonal skills
*exhibit a desire to help others in their learning process
*be able to work independently or with a partner as assigned
*be punctual, reliable, and responsible with paperwork
*attend scheduled Peer Tutor training
Knowledge, Skills and Abilities: Knowledge of content of course and desire to provide academic support for the course
Experience: Previous tutoring experience a plus.

Position Number: 900364

Position Title: CTLR Peer Tutor - Dance

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

*be in good academic standing

*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval

*be able to teach problem-solving techniques

*have good interpersonal skills

*exhibit a desire to help others in their learning process

*be able to work independently or with a partner as assigned

*be punctual, reliable, and responsible with paperwork

*attend scheduled Peer Tutor training

Position Number: 900365

Position Title: CTLR Peer Tutor - Economics

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training

Position Number: 900366

Position Title: CTLR Peer Tutor - Env Studies

EDORDA: 311-2903-50200-10-000000-12940

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training

Position Number: 900367

Position Title: CTLR Peer Tutor - French

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to:

- attend all mandatory training sessions
- contact assigned student clients in a timely manner to schedule appointments
- keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required
- respect the privacy of all student clients
- explain concepts that students have difficulty understanding
- use alternate methods and examples to explain content and help increase students' understanding of complex material
- help students identify patterns in their speaking and writing
- share successful study strategies based on experience and training
- understand that students' work should reflect their own ability and not that of the tutor
- provide positive reinforcement and help students become more confident in their own abilities
- help students become more independent as they progress in their foreign language acquisition

Experience/Knowledge/Skills Foreign language tutors must:

- be in good academic standing
- have successfully completed the appropriate course level for the tutoring position desired and have departmental approval
- be qualified to teach problem-solving techniques

Position Number: 900368

Position Title: CTLR Peer Tutor - Geography

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must:

- * be in good academic standing
- * have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval
- * be able to teach problem-solving techniques
- * have good interpersonal skills
- * exhibit a desire to help others in their learning process
- * be able to work independently or with a partner as assigned
- * be punctual, reliable, and responsible with paperwork
- * attend scheduled Peer Tutor training

Position Number: 900369

Position Title: CTLR Peer Tutor - Geology

EDORDA: 311-2903-50200-10-000000-12988

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training; This position is approved for remote work from within the United States only,

Position Number: 900370

Position Title: CTLR Peer Tutor - German

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: attend all mandatory training sessions; contact assigned student clients in a timely manner to schedule appointments; keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required; respect the privacy of all student clients; explain concepts that students have difficulty understanding; use alternate methods and examples to explain content and help increase students' understanding of complex material; help students identify patterns in their speaking and writing; share successful study strategies based on experience and training; understand that students' work should reflect their own ability and not that of the tutor; provide positive reinforcement and help students become more confident in their own abilities; help students become more independent as they progress in their foreign language acquisition; Experience/Knowledge/Skills Foreign language tutors

must:•be in good academic standing•have successfully completed the appropriate course level for the tutoring position desired and have departmental approval•be qualified to teach problem-solving techniques

Position Number: 900534

Position Title: CTLR Peer Tutor - History

EDORDA: 311-2903-50200-10-000000-13015

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: JoAnn Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

*be in good academic standing

*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval

*be able to teach problem-solving techniques

*have good interpersonal skills

*exhibit a desire to help others in their learning process

*be able to work independently or with a partner as assigned

*be punctual, reliable, and responsible with paperwork

*attend scheduled Peer Tutor training

Position Number: 900371

Position Title: CTLR Peer Tutor - Italian

EDORDA: 311-2903-50200-10-000000-13022

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: •attend all mandatory training sessions •contact assigned student clients in a timely manner to schedule appointments •keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required •respect the privacy of all student clients •explain concepts that students have difficulty understanding •use alternate methods and examples to explain content and help increase students' understanding of complex material •help students identify patterns in their speaking and writing •share successful study strategies based on experience and training •understand that students' work should reflect their own ability and not that of the tutor •provide positive reinforcement and help students become more confident in their own abilities •help students become more independent as they progress in their foreign language acquisition Experience/Knowledge/Skills Foreign language tutors must: •be in good academic standing •have successfully completed the appropriate course level for the tutoring position desired and have departmental approval •be qualified to teach problem-solving techniques

Position Number: 900372

Position Title: CTLR Peer Tutor - Japanese

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: •attend all mandatory training sessions •contact assigned student clients in a timely manner to schedule appointments •keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required •respect the privacy of all student clients •explain concepts that students have difficulty understanding •use alternate methods and examples to explain content and help increase students' understanding of complex material •help students identify patterns in their speaking and writing •share successful study strategies based on experience and training •understand that students' work should reflect their own ability and not that of the tutor •provide positive reinforcement and help students become more confident in their own abilities •help students become more independent as they progress in their foreign language acquisition Experience/Knowledge/Skills Foreign language tutors must: •be in good academic standing •have successfully completed the appropriate

course level for the tutoring position desired and have departmental approval • be qualified to teach problem-solving techniques

Position Number: 900363

Position Title: CTLR Peer Tutor - Math
EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: • be in good academic standing • have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval • be able to teach problem-solving techniques • have good interpersonal skills • exhibit a desire to help others in their learning process • be able to work independently or with a partner as assigned • be punctual, reliable, and responsible with paperwork • attend scheduled Peer Tutor training

Position Number: 900373

Position Title: CTLR Peer Tutor - Music
EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

*be in good academic standing

*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval

*be able to teach problem-solving techniques

*have good interpersonal skills

*exhibit a desire to help others in their learning process

*be able to work independently or with a partner as assigned

*be punctual, reliable, and responsible with paperwork

*attend scheduled Peer Tutor training

Position Number: 900374

Position Title: CTLR Peer Tutor - Philosophy

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: be in good academic standing; have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval; be able to teach problem-solving techniques; have good interpersonal skills; exhibit a desire to help others in their learning process; be able to work independently or with a partner as assigned; be punctual, reliable, and responsible with paperwork; attend scheduled Peer Tutor training

Position Number: 900375

Position Title: CTLR Peer Tutor - Physics

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level

courses and teach problem solving techniques. Qualifications candidate must: *be in good academic standing *have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval *be able to teach problem-solving techniques *have good interpersonal skills *exhibit a desire to help others in their learning process *be able to work independently or with a partner as assigned *be punctual, reliable, and responsible with paperwork *attend scheduled Peer Tutor training

Position Number: 900376

Position Title: CTLR Peer Tutor - Political Science

EDORDA: 311-2903-50200-10-000000-13114

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: *be in good academic standing *have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval *be able to teach problem-solving techniques *have good interpersonal skills *exhibit a desire to help others in their learning process *be able to work independently or with a partner as assigned *be punctual, reliable, and responsible with paperwork *attend scheduled Peer Tutor training

Position Number: 900483

Position Title: CTLR Peer Tutor - Portuguese

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: *attend all mandatory training sessions *contact assigned student clients in a timely manner to schedule appointments *keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required *respect the privacy of all student clients *explain concepts that students have difficulty understanding *use alternate methods and examples to explain content and help increase students' understanding of complex material *help students identify patterns in their speaking and writing *share

successful study strategies based on experience and training •understand that students' work should reflect their own ability and not that of the tutor •provide positive reinforcement and help students become more confident in their own abilities •help students become more independent as they progress in their foreign language acquisition Experience/Knowledge/Skills Foreign language tutors must: •be in good academic standing •have successfully completed the appropriate course level for the tutoring position desired and have departmental approval •be qualified to teach problem-solving techniques

Position Number: 900377

Position Title: CTLR Peer Tutor - Psychology

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: •be in good academic standing •have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval •be able to teach problem-solving techniques •have good interpersonal skills •exhibit a desire to help others in their learning process •be able to work independently or with a partner as assigned •be punctual, reliable, and responsible with paperwork •attend scheduled Peer Tutor training

Position Number: 900378

Position Title: CTLR Peer Tutor - Religion

EDORDA: 311-2903-50200-10-000000-13169

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

- *be in good academic standing
- *have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval
- *be able to teach problem-solving techniques
- *have good interpersonal skills
- *exhibit a desire to help others in their learning process
- *be able to work independently or with a partner as assigned
- *be punctual, reliable, and responsible with paperwork
- *attend scheduled Peer Tutor training

Position Number: 900379

Position Title: CTLR Peer Tutor - Russian

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: •attend all mandatory training sessions •contact assigned student clients in a timely manner to schedule appointments •keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required •respect the privacy of all student clients •explain concepts that students have difficulty understanding •use alternate methods and examples to explain content and help increase students' understanding of complex material •help students identify patterns in their speaking and writing •share successful study strategies based on experience and training •understand that students' work should reflect their own ability and not that of the tutor •provide positive reinforcement and help students become more confident in their own abilities •help students become more independent as they progress in their foreign language acquisition Experience/Knowledge/Skills Foreign language tutors must: •be in good academic standing •have successfully completed the appropriate

course level for the tutoring position desired and have departmental approval • be qualified to teach problem-solving techniques

Position Number: 900380

Position Title: CTLR Peer Tutor - Soc/Anthro

EDORDA: 311-2903-50200-10-000000-13189

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis. Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques. Qualifications candidate must: • be in good academic standing • have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval • be able to teach problem-solving techniques • have good interpersonal skills • exhibit a desire to help others in their learning process • be able to work independently or with a partner as assigned • be punctual, reliable, and responsible with paperwork • attend scheduled Peer Tutor training

Position Number: 900381

Position Title: CTLR Peer Tutor - Spanish

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Diane Debella

Description: Peer foreign language tutors provide supplemental learning opportunities outside the classroom on an individual basis. Responsibilities Foreign language tutors are required to: • attend all mandatory training sessions • contact assigned student clients in a timely manner to schedule appointments • keep careful records of each student-tutor contact and submit all tutor session logs and BannerWeb time sheets on time as required • respect the privacy of all student clients • explain concepts that students have difficulty understanding • use alternate methods and examples to explain content and help increase students' understanding of complex material • help students identify patterns in their speaking and writing • share successful study strategies based on experience and training • understand that students' work should reflect their own ability and not that of the tutor • provide positive reinforcement and help students become more confident in their own abilities • help students become more independent as they progress in their foreign language

acquisition Experience/Knowledge/Skills Foreign language tutors must: •be in good academic standing •have successfully completed the appropriate course level for the tutoring position desired and have departmental approval •be qualified to teach problem-solving techniques

Position Number: 900195

Position Title: STEM Peer Tutor Supervisor

EDORDA: 311-2903-50200-10-000000-10621

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Responsibilities: Assists the Director of Quantitative Support (DQS) in the training and supervision of STEM, Social Science, and Philosophy Peer Tutors. Primary duties include developing and overseeing shift schedules for drop-in study sessions, developing outreach materials, communicating with peer tutors on a regular basis, and assisting the DQS in providing training and Banner Web time approval. Experience: At least one year of CTLR STEM Peer tutoring experience at Middlebury College. Leadership experience desired. Clerical work experience helpful. Knowledge/Skills : Strong skills using Excel and at least one statistics application preferred. Other: Desire to work closely with peers as well as professional staff of the CTLR. Ability to work as part of a team. Excellent communication skills, including timely correspondence habits. Detail oriented.

Position Number: 900200

Position Title: CTLR Peer Tutor - American Lit

EDORDA: 311-2903-50200-10-201543-10625

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description: Peer tutors provide supplemental learning opportunities outside the classroom on an individual or group basis.

Peer tutors will lead drop-in and review study sessions for entry level courses and teach problem solving techniques.

Qualifications

candidate must:

*be in good academic standing

*have successfully completed appropriate course level for tutoring position desired and have departmental/faculty approval

*be able to teach problem-solving techniques

*have good interpersonal skills

*exhibit a desire to help others in their learning process

*be able to work independently or with a partner as assigned

*be punctual, reliable, and responsible with paperwork

*attend scheduled Peer Tutor training

Position Number: 900487

Position Title: CTLR Peer Tutor - Writing Lead

EDORDA: 311-2903-50200-10-201543-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Genie Giaimo

Description: As Head Peer Writing Tutor, the main job is to serve as the student liaison between the student employees and their supervisor (Professor Bertolini). Students come to the supervisor with comments about hours they worked, frustrations and errors with time entries, or concerns in general. The student liaison will manage, supervise, and approve the hours of 45 student employees of the Peer Writing Program. Interfacing each student's hours between hand-written log-sheets and on-line submissions, they will track individual hours on a bi-weekly basis in order to manage the Writing budgets. Documenting the employee's time also aids the department in understanding the aspects of writing in which students seek help. Also aid (Professor Bertolini) in organizational capacities including maintaining a current student roster, creating flyers and posters for both the campus and the student employees, and maintaining training attendance.

Position Number: 900356

Position Title: CTLR Peer Writing Tutor

EDORDA: 311-2132-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Genie Giaimo

Description: Responsibilities:

Peer Writing Tutors help students in any phase of the writing process from discussing a writing prompt or topic to consulting with a student on a completed paper. Peer Writing Tutors are also trained to help students with oral presentations. Peer Writing Tutors can help any Middlebury student on any piece of writing. Peer Writing Tutors work as drop-in writing tutors in the Center for Teaching, Learning & Research and in several satellite locations across the Middlebury College campus. Peer Writing Tutors can, also, be attached to college writing classes.

Experience:

Students must have successfully completed, at least, one semester at Middlebury College or at an equivalent college or university. Students must have been nominated by a professor for the Ward Prize, have been invited to work with a professor's class or been recommended by, at least, one professor.

Knowledge/Skills:

Students working as Peer Writing Tutors should have excellent written and spoken communication skills, should have patience, should seek knowledge to improve their skills, and should work comfortably and respectfully with other students from all backgrounds, cultures, races, religions, sexual preferences, and political viewpoints.

Other:

Students working as Peer Writing Tutors should be responsive to faculty and peer supervisors and complete training and requests for information from them in a timely manner.

Position Number: 900391

Position Title: PHIL Grader

EDORDA: 311-2133-50200-10-000000-00000

Position Type: None

Department: Philosophy

Supervisor: Heidi Grasswick

Description: Responsibilities:

Works cooperatively with others and accepts direction from supervisors.

Duties include grading objective questions on exams, multiple choice exam questions and homework assignments.

Performs other duties as assigned.

Experience Desired:

Qualifications include successful completion of course in a previous semester. Must be reliable and responsible.

Position Number: 900293

Position Title: PHYS Teaching Assistant

EDORDA: 311-2134-50200-10-000000-00000

Position Type: None

Department: Physics

Supervisor: Thomas Wiegleb

Description: Responsibilities: Lab TA duties vary from course to course, but generally involve some or all of the following: setting up labs, helping during lab periods, and grading labs. The primary responsibility of grading TA's is to mark homework. Many Physics TA's are also scheduled to run a "help session" each week in the lounge area, where they are available to give help on course material. The time required varies from one position to the next, and can be as much as 6-10 hours per week. There will be a workshop for all TA's one afternoon or evening, with the Instructor(s) teaching the course, very early in the term. Experience: The perspective TA has to have taken the course that they plan to work for, or have previously been exposed to the material in an equivalent course. Knowledge/Skills : A TA must be very knowledgeable of all the material in the respective course before commencement of the course. Other: Must be personable and approachable.

Position Number: 900474

Position Title: Political Science Office Asst

EDORDA: 311-2902-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Linda Booska

Description: Hanging Posters on an occasional basis

Position Number: 900213

Position Title: PSCI Research Assistant - Johnson

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Bertram Johnson

Description:

Position Number: 900482

Position Title: Poli Sci Research Assistant-Pekkanen

EDORDA: 314-1101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Ashley Esarey

Description:

Position Number: 900724

Position Title: President's Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Dave Donahue

Description: Photocopying, mass mailings, assist with special projects.

Dependability and confidentiality are a must.

Position Number: 900785

Position Title: PCI Program Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Creativity & Innovation

Supervisor: Liz Robinson

Description:

Position Number: 900784

Position Title: PCI Website Designer

EDORDA: 311-2502-50200-10-300645-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Liz Robinson

Description:

Position Number: 900832

Position Title: PCI Intern

EDORDA: 311-2135-50200-10-000000-12332

Position Type: None

Department: Creativity & Innovation

Supervisor: Liz Robinson

Description:

Position Number: 900446

Position Title: PSYC 0105-1 Teaching Assistant

EDORDA: 311-2135-50200-10-000000-12382

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

Duties include holding regular TA office hours to meet with students requiring assistance and holding review sessions for exams. Average time per week is 2-8 hours but may vary depending on due dates for course work.

Experience:

Qualifications include successful completion of PSYC 0105 in a previous semester.

Knowledge/Skills:

Must be reliable and responsible and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 900449

Position Title: PSYC 0201 Teaching Assistant

EDORDA: 311-2135-50200-10-000000-12381

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

Duties include grading homework assignments and exams, holding regular TA office hours to meet with students requiring assistance, and holding review sessions for exams. Average time per week is 5-8 hours but may vary depending on due dates for course work.

Experience:

Qualifications include successful completion of PSYC 0201 in a previous semester.

Knowledge/Skills:

Must be reliable and responsible and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 900450

Position Title: PSYC 0202 Teaching Assistant

EDORDA: 311-2135-50200-10-000000-12378

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

Duties include grading some homework assignments, entering data for lab projects and grades on SPSS, holding office hours to meet with students requiring assistance, and holding review sessions for exams. The TA may also assist instructor during lab sections. Average time per week is 5-8 hours but may vary depending on due dates for course work.

Experience:

Qualifications include successful completion of PSYC 0202 in a previous semester, good interpersonal skills, knowledge of APA style, and strong writing skills.

Knowledge/Skills:

Must be reliable and responsible, and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 900245

Position Title: PSYC 0224 Teaching Assistant

EDORDA: 311-2135-50200-10-000000-12481

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

The teaching assistant is expected to understand psychopathology from biological, cognitive, psychodynamic, and social perspectives, and may be asked to work with students one-on-one or in small groups. Other duties may include grading homework assignments, holding regular TA office hours to meet with students requiring assistance, and holding review sessions for exams (as needed). Average time per week is 5-8 hours but may vary depending on due dates for course work.

Experience:

Qualifications include the successful completion of PSYC 0224 in a previous semester.

Knowledge/Skills:

The teaching assistant position for PSYC 0224 requires prior knowledge of the causes, phenomenology, and treatment of psychological disorders. Individuals must be reliable and responsible, and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 900490

Position Title: PSYC 0226 Teaching Assistant

EDORDA: 311-6108-50200-10-610123-00000

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

The teaching assistant for PSYC 0226 requires prior knowledge of neuroanatomy, laboratory techniques (such as mixing solutions), some familiarity with animal behavioral testing, and familiarity with mouse/rat injections (helpful, but not required). Average time per week is 4-6 hours but may vary depending on course work and instructor.

Experience:

Candidates must have successfully completed PSYC 0226 (formerly PSYC 0301).

Knowledge/Skills:

Must be reliable and responsible, and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 900622

Position Title: Bike Shop Assistant

EDORDA: 311-6108-50200-10-610123-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description: This position is for the academic year and has flexible hours. The Bike Shop Assistant will aid the Program Coordinator in bike maintenance as well as with distributing and collecting the bikes each semester. The Assistant should have bike maintenance experience. Hours will vary as determined by the amount of maintenance required by the bikes.

The following duties will be performed by the Bike Shop Assistant:

- Perform bike repairs (in conjunction with the Program Coordinator)
- Bike tune-ups during the winter/early spring
- Continuous maintenance on an as-needed basis throughout the semester
- Purchase parts and tools as necessary from the Bike Center and Aubochoon Hardware
- Help collect all bikes in early winter (at first snow) and late spring (in conjunction with the Program Coordinator)
- Keep track of hours and submit to BannerWeb

Responsible for the bike repair tool kit and key to the Bike room. These items must be returned to the Coordinator at the end of the academic year.

The Bike Shop Assistant is essentially a training position in order to become Program Coordinator. It is not required, however, that the Assistant eventually take on full program responsibilities.

Position Number: 900577

Position Title: Bike Shop Mechanic

EDORDA: 311-6108-50200-10-610123-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description: This position is for the academic year and will work shifts assigned by the Bike Shop Program Coordinator.

- Mechanic will teach workshops and provide assistance to people in the Bike Shop during open hours.
- Mechanic should have bike maintenance experience.
- Mechanics are not allowed to volunteer their time at the Bike Shop.

The Mechanic is responsible for:

- Working assigned shifts as scheduled by the Bike Shop Coordinator.
- Teaching bike maintenance workshops to members of the community.
- Knowing and informing attendees and guests of The Bike Shop rules (general college space rules and specific Bike Shop rules such as putting items away at the bench after the workshop or open hours).
- Keeping track of attendee names, workshop attended and skills learned.
- Keeping track of work hours and submitting hours to BannerWeb no later than Monday at the end of the pay period.
- Open and close the shop each shift.
- Supervise multiple clients in the bike shop.
- Insure the shop is clean before leaving.
- Check oil level in the compressor each shift.
- Release pressure from the compressor at the end of each shift.

- Create receipts for the sale of the few new parts available in the shop.
- Assist with bike storage and bike rental.
- Complete and have the appropriate forms signed for these two activities.
- Collect and secure money for all transactions.

Position Number: 900535

Position Title: Bike Shop Program Coordinator

EDORDA: 314-3002-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Connelly

Description: This position is for the academic year and will require approximately 5 hours of work each week. The Bike Shop Program Coordinator is required to have bike maintenance skills and should have organizational experience/skills. The Bike Shop Program Coordinator sets his/her own hours, as part of The Bike Shop Program scheduling.

It is the Coordinator's responsibility to develop The Bike Shop hours for the fall (3-4 hours a night / 4 nights a week) and spring term (still undetermined). The Coordinator will develop the schedule for workshops and open hours, hire and schedule other students to work as Bike Shop employees. The Coordinator will ensure that workshops are conducted, records of attendees are maintained, shop rules are followed and open hours are properly staffed.

The Coordinator is responsible for:

Write grants and apply for funding as necessary

Inform the campus community of the program:

Send out an all-campus email each semester

The purpose of the program

How people can participate

Assist by providing Public Safety Bike Registrations at the Bike Shop
Create The Bike Shop schedule for workshops and open hours for the
Fall and Spring Term.

Provide The Bike Shop schedule (workshop and open hours) to Lisa
Boudah at the beginning of each week.

Utilize grant funds to purchase parts and tools as necessary from the
Bike Center and Aubochon Hardware needed for the workshops

Prepare and send out a Bike Shop report each term to include number
of workshops held and number of attendees at each workshop (to the Environmental Council, and Lisa
Boudah)

Ensure that the basement work and storage area at Adirondack House is
maintained and report all building problems to facilities

Assist in hiring Bike Mechanics

Keep track of hours and submit to BannerWeb

Time management is essential and work cannot occur as unpaid time.

Position Number: 900278

Position Title: PS MiddRides Dispatcher/Drivers Assistant

EDORDA: 314-3002-50200-10-000000-00000

Position Type: None

Department: Public Safety

Supervisor: Daniel Gaiotti

Description: *Answers Midd Rides Phone Line

*Dispatch Midd Rides Van

*Records all calls of passenger pick ups, destinations and number of passengers in dispatcher log book.

*Makes sure that Vehicle Inspection sheets and driver's logs are turned in at end of each shift and filed
in log books.

*Sets the phone to voicemail at end of Midd Rides Shift

*Assist with other office duties if asked by dispatch.

Qualifications

*Good telephone skills. Ability to answer multiple calls, utilize the hold and transfer features of the phone.

*Good radio communication skills.

*Knowledge of the College rules & regulations and Department of Public Safety policies.

*Must be positive in interactions with public.

Hours

*Shifts available Sunday through Thursday from 7:30 PM to 1:30 AM.

*Shifts Friday and Saturday are from 8:00 PM to 2:30 AM.

Position Number: 900281

Position Title: Public Safety Midd Rides Driver

EDORDA: 314-3002-50200-10-000000-00000

Position Type: None

Department: Public Safety

Supervisor: Daniel Gaiotti

Description: * Drive passenger van on campus; record trip origins, destinations and number of passengers transported; operate a hand-held radio.

* Good driving skills; Must have possessed a valid state driver's license for a period of 3 years.

* Must be eligible to attend the Middlebury College Defensive Driving training course, and successfully complete the driving orientation in order to obtain a Middlebury College driver's license.

Position Number: 900401

Position Title: Public Safety - Midd Rides Supervisor

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Dolly Dame

Description:

Position Number: 900685

Position Title: Public Safety Summer Support Telecommr/Bike Retrieval Asst

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department: Public Safety

Supervisor: Keith Bishop

Description: *Works cooperatively with others and accepts direction from supervisors. Maintains College communications: *Answers and appropriately transfers or directs all incoming calls through the College switchboard . *Answers Public Safety Phones and dispatches Officers for routine college business. *Assists Primary telecommunicator as needed when handling emergencies or other non-routine events on campus. *Issues keys (Summer housing and Language School room keys) *Issues College ID cards (student, faculty, staff, spouse, alumni and courtesy) and College driver licenses. *Assists with vehicle Registration (language school student, faculty, staff, guests, and special permits.) *Assist with Bike Retrieval from bike racks. Record all information appropriately on bike tags and in appropriate database. *Other duties as assigned.

Education and Training

Typing, computer (Microsoft Windows), excel and other office skills required. Specialized and on-the-job training required. Public relations and previous related experience helpful.

Experience

Public relations, Public Safety, and previous related experience helpful. Enrollment or work experience at the College desired.

Knowledge

Knowledge of Middlebury College community and the Middlebury area desired.

Other

Must handle confidential matters with appropriate discretion. Must be willing to work occasional long shifts, weekends and holidays. Good phone etiquette, and the ability to work under short deadlines, exercise good judgment and perform well under pressure. Must be able to type or write legibly daily, file occasionally, stand for long periods of time occasionally and sit for long periods of time frequently.

Must remain current DPS procedures, College Rules, regulations, resources and schedules.

Position Number: 900127

Position Title: Facilities Recycler

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department: Facilities Services

Supervisor: Kim Bickham

Description: Collect and sort commingled recyclables from College buildings.

Many students are needed to work at the recycling center.

Hours:

May 21-May 26, 7:30am-4:30pm

May 27-May 31, 7:30am-4:00pm

June 1-June7, 7:30am-4:00pm

June8-June19, 7:30am-4:00 pm

Position Number: 900126

Position Title: Recycling Truck Driver

EDORDA: 311-2136-50200-10-000000-00000

Position Type: None

Department:

Supervisor: John Gosselin

Description:

Position Number: 900403

Position Title: RELI Office Assistant

EDORDA: 314-3255-50200-10-000000-12042

Position Type: None

Department: Religion

Supervisor: Mari Price

Description: Student Assistant will need to provide administrative support for Academic Department Coordinator and/or Faculty in the Department. Duties will include but not be limited to: photocopying, faxing, assisting with lectures, recruiting data entry, filing, library work, assisting with the mail, errands, etc.

Position Number: 900707

Position Title: Snow Bowl Rental Technician

EDORDA: #N/A

Position Type: #N/A

Department: Snow Bowl

Supervisor: Derrick Cram

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

A rental technician is responsible for outfitting guests with rental equipment and explaining its safe use. These folks are outgoing, fun, and customer oriented. They play a key role in making sure that guests' experiences are exceptional and ensuring that these guests come back again and again.

- Greet guests as they enter the rental shop
- Ensure that guests accurately complete rental forms
- Find the proper boot fit for each customer to create positive slope experiences
- Recommend ski/board length and make sure bindings are set correctly for skill level
- Provide resort information to the guests
- Check returned rentals for damage
- Maintain cleanliness of the shop and proper storage of all equipment

Knowledge, Skills and Abilities

* Strong customer service skills

Must be approachable, dependable and a strong team player

Must be able to deal with people of various ages with animation and with patience

Weekends are a must! There will also be opportunities for more hours during holidays, and school vacations. Experience is a plus, but we are willing to train any qualified individual.

Position Number: 900099

Position Title: Research Assistant

EDORDA: 311-2911-50200-10-000000-11363

Position Type: None

Department:

Supervisor:

Description: Opportunities to work as a Research Assistant may exist during the academic year and the summer. These positions tend to be filled outside of the online application process. If you are interested in working as a Research Assistant, please reach out directly to the Faculty Members in your area(s) of interest.

Note: applications submitted for this posting will NOT be reviewed as this posting is intended only to let current Middlebury College students know that there may be opportunities available not identified on this site.

Position Number: 900844

Position Title: UCRF Research Asst - Knowles

EDORDA: 311-2911-50200-10-000000-11551

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description:

Position Number: 900806

Position Title: FRAF Research Asst - Spritzer

EDORDA: 311-2911-50200-10-000000-11532

Position Type: None

Department: Biology

Supervisor: Mark Spritzer

Description:

Position Number: 900804

Position Title: FRAF Research Asst - Shapiro

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Shawna Shapiro

Description:

Position Number: 900845

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2911-50200-10-000000-11115

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 900828

Position Title: FRAF Research Asst - LAAbad

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Leticia Arroyo Abad

Description:

Position Number: 900820

Position Title: FRAF Research Asst - Hakobyan

EDORDA: 311-2911-50200-10-000000-11492

Position Type: None

Department: Economics

Supervisor: Shushanik Hakobyan

Description:

Position Number: 900803

Position Title: FRAF Research Asst - Pyle

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: William Pyle

Description:

Position Number: 900814

Position Title: Research Assistant in Economics (Index DFRAPS-XXXXXX)

EDORDA: 311-2911-50200-10-000000-11144

Position Type: None

Department:

Supervisor: Shushanik Hakobyan

Description:

Position Number: 900819

Position Title: UCRF Research Asst - Arndt

EDORDA: 311-2911-50200-10-000000-11595

Position Type: None

Department: Psychology

Supervisor: Judy Mayer

Description:

Position Number: 900848

Position Title: UCRF Research Asst - Yuen

EDORDA: 311-2911-50200-10-000000-11533

Position Type: None

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 900838

Position Title: FRAF Research Asst - Siddiqi

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: English & American Literatures

Supervisor: Yumna Siddiqi

Description:

Position Number: 900841

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 900789

Position Title: FREN Research Asst

EDORDA: 311-2901-50200-10-301077-11245

Position Type: None

Department: French

Supervisor: Jolene Newton

Description:

Position Number: 900829

Position Title: DLA Research Asst - Elder

EDORDA: 311-2911-50200-10-000000-11289

Position Type: None

Department: Environmental Studies

Supervisor: John Elder

Description: John Elder, Emeritus Professor of English and Environmental Studies, seeks a student with experience both in website design and in setting up blogs who would like to work as a consultant and designer during spring of 2105. One emphasis will be on helping to set up a website for a Middlebury summer course on Exploring Local Food Systems as well as for a second, professional website focused on Professor Elder's work as a writer. A linked blog will be an essential aspect of each website. A consultant's estimated involvement will be eight to ten hours per week.

Position Number: 900792

Position Title: FRAF Research Asst - Herb

EDORDA: 311-2911-50200-10-000000-11402

Position Type: None

Department: Geography

Supervisor: Guntram Herb

Description:

Position Number: 900798

Position Title: FRAF Research Asst - Mayer

EDORDA: 311-2911-50200-10-000000-11123

Position Type: None

Department: Geography

Supervisor: Tamar Mayer

Description:

Position Number: 900847

Position Title: UCRF Research Asst - Dean

EDORDA: 311-2911-50200-10-000000-11452

Position Type: None

Department: Political Science

Supervisor: Adam Dean

Description:

Position Number: 900849

Position Title: UCRF Research Asst - Munroe

EDORDA: 311-2911-50200-10-000000-11430

Position Type: None

Department: Geology

Supervisor: Jeff Munroe

Description:

Position Number: 900797

Position Title: FRAF Research Asst - TManley

EDORDA: 311-2911-50200-10-000000-11193

Position Type: None

Department: Geology

Supervisor: Tom Manley

Description:

Position Number: 900831

Position Title: FRAF Research Asst - Clinton

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: Maggie Clinton

Description:

Position Number: 900825

Position Title: FRAF Research Asst - Whiteman

EDORDA: 311-2911-50200-10-000000-12997

Position Type: None

Department: History of Art & Architecture

Supervisor: Megan Curran

Description:

Position Number: 900802

Position Title: HARC FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-12905

Position Type: None

Department: History of Art & Architecture

Supervisor: Pieter Broucke

Description: General research assistance for the History of Art + Architecture faculty. Perform various tasks related to course preparation, scholarly research and publication correspondence.

Position Number: 900795

Position Title: FRAF Research Asst - Kafumbe

EDORDA: 311-2911-50200-10-000000-13117

Position Type: None

Department: Music

Supervisor: Damascus Kafumbe

Description:

Position Number: 900808

Position Title: PHIL FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-13424

Position Type: None

Department: Philosophy

Supervisor: Varies

Description: Research support for Philosophy Department.

Position Number: 900842

Position Title: UCRF Research Asst - Huneke

EDORDA: 311-2902-50200-10-110025-11555

Position Type: None

Department: Psychology

Supervisor: Mark Huneke

Description: Responsibilities:

UCRF Research Assistants collaborate with faculty members on faculty scholarship projects that are likely to lead to joint presentations or publications. The duties may include, but are not limited to: summarizing and discussing secondary literature, interviewing and gathering data from human subjects, performing archival searches, conducting laboratory activities, coding, entering and analyzing data, and joint presentation of papers and findings at professional conferences. Average time per week is 3-8 hours but may vary depending on the project.

Knowledge/Skills:

Individuals should be able to use SPSS, have good organizational skills, be able to work independently, and have the ability to read and understand primary scientific literature.

Position Number: 900851

Position Title: STRT Research Asst - Stroup

EDORDA: 311-2911-50200-10-000000-11422

Position Type: None

Department: Political Science

Supervisor: Sarah Stroup

Description:

Position Number: 900790

Position Title: FRAF Research Asst - Dickinson

EDORDA: 311-2911-50200-10-000000-11133

Position Type: None

Department: Political Science

Supervisor: Matt Dickinson

Description:

Position Number: 900807

Position Title: FRAF Research Asst - Stanger

EDORDA: 311-2911-50200-10-000000-11322

Position Type: None

Department: Political Science

Supervisor: Allison Stanger

Description:

Position Number: 900794

Position Title: FRAF Research Asst - Johnson

EDORDA: 311-2911-50200-10-000000-11380

Position Type: None

Department: Political Science

Supervisor: Bert Johnson

Description:

Position Number: 900810

Position Title: FRAF Research Asst - Lewis

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Orion Lewis

Description:

Position Number: 900800

Position Title: FRAF Research Asst - Mecham

EDORDA: 311-2911-50200-10-000000-11397

Position Type: None

Department: Political Science

Supervisor: Quinn Mecham

Description:

Position Number: 900846

Position Title: UCRF Research Asst - Maluccio

EDORDA: 311-2911-50200-10-000000-11144

Position Type: None

Department: Economics

Supervisor: John Maluccio

Description:

Position Number: 900787

Position Title: FRAF Research Asst - Arndt

EDORDA: 311-2911-50200-10-000000-11405

Position Type: None

Department: Psychology

Supervisor: Jason Arndt

Description:

Position Number: 900799

Position Title: FRAF Research Asst - McCauley

EDORDA: 311-2911-50200-10-000000-13139

Position Type: None

Department: Psychology

Supervisor: Judy Mayer

Description:

Position Number: 900793

Position Title: PSYC FRAF Research Asst

EDORDA: 314-5204-50200-10-000000-00000

Position Type: None

Department: Psychology

Supervisor: Judy Mater

Description: Responsibilities:

FRAF Research Assistants assist faculty members with faculty scholarship and/or course development projects. The duties may include, but are not limited to: data collection, coding, and analysis for multiple projects; managing database; running experimental sessions; library research (searching databases, identifying related literature, requesting interlibrary loans); synthesizing empirical works; scoring and

entering data; possibly scanning documents or data into PDF files; and filing. Average time per week is 3-8 hours but may vary depending on the project.

Position Number: 900830

Position Title: CA Reunion Deputy

EDORDA: 311-2911-50200-10-000000-14888

Position Type: None

Department: College Advancement

Supervisor: Riley Allen

Description: Offer is contingent upon successful completion of a criminal background check. Offer is also contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information. For one weekend each year, alumni are invited to reunite with their classmates to remember and celebrate their four years at Middlebury as they explore and reconnect with the College campus. The Office of Advancement staff are seeking reliable, personable, organized and hardworking students for the Reunion Deputy position. The Reunion Deputy assists the Reunion Planning Team with organizing and preparing materials before, during and after Reunion. The Reunion Deputy position builds upon the responsibilities of a Student Host by requiring exceptional leadership qualities and well developed organizational skills, the ability to efficiently and effectively carry out multiple tasks independently, strong interpersonal and communication skills, a familiarity with how Reunion runs, and problem solving and risk management skills. Reunion Deputies will likely work long hours in preparation for and during Reunion. Reunion Deputies are to either transportation, housing, registration, or inventory. ResponsibilitiesIndependently manage reunion-related projects assigned by the Reunion Administrative CoordinatorAssist Office of Advancement Staff in the set-up and organization of events Assist the Reunion Planning Team in organizing and preparing registration and checkin materials for returning alumni Assist the Reunion Administrative Coordinator in the delegation of tasks to Student Hosts Engage and connect with alumni to create a welcoming and vibrant environment Direct and offer assistance to alumni as needed throughout the weekend Other various tasks as needed Experience Desired: Strong applicants will preferably have at least one year working with either Office of Advancement, Admissions, Student Activities or another College department that involves working with multiple departments on campus so that the student has a more developed knowledge of the inner workings of the College than the average student

Position Number: 900813

Position Title: UCRF Research Asst - Veikley

EDORDA: 311-2911-50200-10-000000-11449

Position Type: None

Department: Theatre

Supervisor: Mira Veikley

Description:

Position Number: 900805

Position Title: FRAF Research Asst - Sheridan

EDORDA: #N/A

Position Type: #N/A

Department: Sociology

Supervisor: Michael Sheridan

Description:

Position Number: 900796

Position Title: FRAF Research Asst - Lopez

EDORDA: 311-2911-50200-10-000000-11194

Position Type: None

Department: Sociology

Supervisor: Marcos Lopez

Description:

Position Number: 900817

Position Title: FRAF Research Asst - Closser

EDORDA: 311-2911-50200-10-000000-11397

Position Type: None

Department: Sociology

Supervisor: Svea Closser

Description:

Position Number: 900843

Position Title: UCRF Research Asst - Maluccio

EDORDA: 311-2911-50200-10-000000-11431

Position Type: None

Department: Economics

Supervisor: John Maluccio

Description: Research assistance for project entitled "Medium-term effects of conditional cash transfers in El Salvador on Education".

Position Number: 900824

Position Title: FRAF Research Asst - PManley

EDORDA: 311-2911-50200-10-000000-12836

Position Type: None

Department: Geology

Supervisor: Pat Manley

Description:

Position Number: 900788

Position Title: ART FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-13304

Position Type: None

Department: Studio Art

Supervisor: Megan Curran

Description: Provide general research assistance to the Studio Art faculty. Various projects including: archive digital images; photographing art work; researching fellowship, exhibition and internship opportunities; research new materials in various media.

Position Number: 900791

Position Title: THEA FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-11543

Position Type: None

Department: Theatre

Supervisor: Cheryl Faraone

Description:

Position Number: 900801

Position Title: FRAF Research Asst - Moorti

EDORDA: 311-6108-50200-10-610689-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Sujata Moorti

Description:

Position Number: 900717

Position Title: Residential Life Summer Intern

EDORDA: 311-2906-50200-10-000000-10623

Position Type: None

Department: Dean of Students

Supervisor: AJ Place

Description: The office of Residential Life is currently hiring two students for this summer to be Residential Life Interns. The Residential Life Intern (RLI) is an employee of Residential Life and Middlebury College, in the department of the Dean of Students and is supervised by the Associate Dean of Students for Residential and Student Life. Summer Residential Interns work with summer student residents and primarily function as a resource for students living on-campus. Additionally, Summer Residential Interns provide for community development through event planning, maintaining regular availability, and providing on-call support throughout the summer. The RLI will assist in office functions, data collection, publications, and special projects.

The Summer Resident Assistant typically works forty hours per week, but may vary from week to week.

Qualifications:

The ideal Summer Residential Intern is an undergraduate student who demonstrates an understanding of both the mission of Residential Life and the College. Ideal candidates will have demonstrated experience in leadership, conflict resolution, teamwork, and working with diverse groups of individuals.

Candidates should also demonstrate competency in written and oral communication, as well as use of good judgment in handling sensitive issues.

A successful candidate will be active, possess a positive demeanor and have excellent interpersonal skills along with a creative energy. Rising Senior status preferred but not required. Prior Residential Life or other student leadership experience preferred. An interest in a career in Student Affairs/Residential Life a plus. Applicants must have lived on-campus for at least one year.

Responsibilities:

Undergo training at the beginning of the summer

To be a visible, available presence in the assigned residence hall

Plan activities, both on and off campus, as an outlet for summer employees. A budget for this use will be provided.

Serve as an on-call responder for emergency situations.

Conduct administrative functions for the house office.

Be responsible for oversight and upkeep of the student housing kitchens

Report maintenance, custodial and facilities issues and submit work orders

Hold hall meetings at the beginning of the Summer and on-going as needed

Assist in addressing student issues (e.g. roommate issues, referral to services, etc)

Aid in enforcing College policy within the hall through promoting individual responsibility

Maintain an active, working relationship with custodial services, facilities services, public safety and other College areas

Other duties and special projects as required

Compensation:

On campus room and board provided. Level C compensation for up to 20 hours of work per week.

Position Number: 900721

Position Title: Campus Sustainability Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: John (Jack) Byrne

Description: All CSCs are responsible for 3-4 hours of work per week. Tasks include keeping track of recycling and conservation in their Commons, helping CSC first-years plan events and updating the CSC Facebook page/blog and Twitter feed. CSCs must also attend weekly meetings with the Residential Sustainability Volunteers in their Commons, and monthly meetings with the Sustainability Integration Office and SGA Environmental Affairs Committee.

Other

Creative, enthusiastic individuals who are passionate about environmental and social issues

Effective communication skills (through a variety of means)

Ability to work independently and collaboratively

Ability to see projects through to completion

Ability to learn information about environmental topics and relate that information to your peers

Students who can be held accountable for their work and who have strong time management skills.

Position Number: 900716

Position Title: Retail Operations MGR intern

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Position Number: 900520

Position Title: GEOG Rideshare Intern

EDORDA: 311-6105-50200-10-000000-13598

Position Type: None

Department: Geography

Supervisor: Jeff Howarth

Description: The objectives of this internship are to (1) identify barriers and opportunities in attitudes towards ridesharing among students, faculty and staff at Middlebury College; (2) help evaluate existing functionality of GoVermont's rideshare web-based service (<http://www.connectingcommuters.org/>); (3)

summarize findings to direct future software development and marketing strategies for web-based rideshare services at Middlebury College. Interns will have access to the resources of an advisory committee and will also be expected to share regular updates with this committee.

Knowledge

Strong interpersonal and quantitative skills as well as be able to present findings in a creative and accessible manner.

Position Number: 900723

Position Title: Ross Peer Writing Tutor

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Ross Peer Writing Tutors are outstanding student writers, typically nominated for their position by faculty members. These tutors are trained by the Writing Program to work with their peers on papers assigned across the disciplines. Training takes place over a series of six required sessions at the CTLR. Peer Writing Tutors are trained to provide "authorized aid" on papers.

Ross Writing Tutors will offer drop-in tutoring hours for their peers at Ross Commons several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations.

While the Writing Program will pay for the tutors' training hours, Ross Commons will pay for the hours that tutors put into working their shifts at Ross.

Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at Ross Commons by filling out their log sheets and submitting them at the CTLR.

Position Number: 900772

Position Title: RUSS Web & Archivist

EDORDA: 311-2128-50200-10-000000-13182

Position Type: None

Department: Russian

Supervisor: Thomas Beyer

Description: Record, scan, research and post to web information on several dozen rare Russian works, some over 100 years old. Additional work required on web design and cataloging.

Experience

Must have reading knowledge of Russian and web editing skills.

Knowledge

Some knowledge of the history of Russian literature is desired.

Other

Student must be meticulous and excited by the opportunity to work with an extremely valuable collection.

Position Number: 900239

Position Title: RUSS Web Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Russian

Supervisor: Judy Olinick

Description: Digitizing instructional Russian audio tapes and CDs for transfer to student computers and IPODs.

Scanning and converting to pdf files my entire bibliography of articles and reviews for storage, retrieval and dissemination electronically.

Editing of my student project The Keys to the Da Vinci Code
<http://community.middlebury.edu/~beyer/dvc>, and my new The Keys to Dan Brown's The Solomon Key
<http://community.middlebury.edu/~beyer/sk>.

Knowledge of Russian.

Experience with digitizing audio tapes.

Ability to scan and create pdf files, OCR and Russian texts.

Web editing.

Position Number: 900175

Position Title: Events Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Events Management

Supervisor: Lisa Ayers

Description:

Position Number: 900506

Position Title: Events Office Assistant - Skilled

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Events Management

Supervisor: Lisa Ayers

Description:

Position Number: 900781

Position Title: LS Hebrew Translator/Video Editor

EDORDA: #N/A

Position Type: #N/A

Department: Language Schools Admin.

Supervisor: Tania Bolduc

Description: Responsibilities:

-Provide Hebrew to English translations for video clips filmed during the summer 2011 session of the School of Hebrew. -Add subtitles to selected video clips or portions of clips. -Edit videos for use on the School of Hebrew website.

Experience Desired: Profficient Hebrew language skills Video editing knowledge

Other:

This is a temporary position specifically for this project. We have contacted a student with the necessary skills and she is willing to work on this project during J-term.

Position Number: 900835

Position Title: CSE Summer Research Assistant

EDORDA: 314-1304-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Jonathan Isham

Description:

Position Number: 900543

Position Title: SEO/HR Assistant

EDORDA: 314-3255-50200-10-000000-12041

Position Type: None

Department: Human Resources (Middlebury)

Supervisor: Samantha Flint

Description: Our office, located at 161 Adirondack View, serves as the Student Employment Office as well as the on-campus Human Resources Office. As such, SEO/HR Assistants are expected to interact with a variety of constituents including staff, faculty, parents, students and community members with a mature and professional demeanor. Students in this position will manage the office; serving as a friendly and professional customer service representative. Student may be alone in the office and solely responsible for providing coverage when the staff Specialist is away. Student will undergo in-depth training in order to clearly and confidentially answer questions and process time sensitive data.

Student is responsible for handling emails, phone calls and walk in traffic.

Must take initiative and have a high level of responsibility in order to keep up with the continuous influx of data.

Student should be able to work at least six hours per week, in a minimum of 2 hour shifts, between 10am and 5pm, Monday through Friday; including exam weeks.

Must sign a confidentiality agreement and maintain strict confidentiality.

General Responsibilities

- Function as knowledgeable and helpful front line of support
- Open and sort mail, date stamp incoming forms
- Open and close office
- File, scan, photocopy and shred documents
- Data entry
- Assist employees with completing various forms, checking forms for completeness and accuracy
- Maintain clean and orderly work area

- Process written and verbal employment verifications
- Answer the phone, take messages and/or direct callers to the appropriate person
- Triage SEO email inbox
- Other duties as assigned

SEO Specific Responsibilities

- Assist students with their employment search
- Complete the necessary forms in INB to create employment records
- Manage cross-departmental communications to ensure accurate records
- Review and approve forms that supervisor submit electronically
- Maintain files and ensure that they are shredded when appropriate as directed by our record retention policy
- Assist students with Time Entry and answer a wide range of questions regarding employment
- Maintain the Off Campus Job Posting page on the Website
- Send out Van Driver and Crowd Control Manager Requests as appropriate
- Assist staff supervisors with all aspects of the hiring and supervising processes; including troubleshooting BannerWeb problems
- Answer emails professionally and in a timely and consistent manner

Experience and Qualifications

- Outstanding phone and interpersonal skills necessary
- Prior telephone and office experience desired; customer service experience preferred
- Must be comfortable interacting with a diverse group of customers in a fast-paced, occasionally stressful, office setting
- Willing to take direction and able to work without direct supervision
- Excellent attention to detail
- A strong work ethic and a high level of reliability
- Self-motivation and independent working skills
- Word processing and database management; familiarity with INB and Drupal a plus
- Strong interpersonal skills, a calm and friendly demeanor, patience and a willingness to help others are a must
- Ability to recognize and maintain confidential information required

- Initiative in getting work done

On-the-job training provided

Position Number: 900170

Position Title: Ski & Snowboard Instructor

EDORDA: 314-3254-50200-10-000000-00000

Position Type: None

Department: Ski School

Supervisor: Daphne Diego

Description: Offer is contingent upon successful completion of a criminal background check.

Do you love sharing skiing/riding with others? Are you curious about teaching outside a classroom in a more kinesthetic role?

We strive to help you learn how to teach skiing/riding more effectively and enjoyably.

The Snow School is about developing teaching expertise while sharing your enthusiasm for sliding (skiing/riding) on snow in the mountain environment.

Your level of experience need not be highly trained or technical. The primary concern is your willingness to share educational experiences with children and your peers.

Position Number: 900493

Position Title: Rikert Ski Employee

EDORDA: 314-3255-50200-10-000000-12048

Position Type: None

Department: Rikert Nordic Center

Supervisor: Michael Hussey

Description: Instructs physical education classes, local school groups and private classes.

Establishes and maintains trail network, assisting in trail grooming monitoring trails for skier safety.

Provides race support.

Maintains ski equipment in rental shop to ensure top safety conditions.

Opens, closes and maintains ski shop; operates cash register and provides customer assistance.

Contributes to policy development.

Evaluate snow conditions for trail grooming.

Performs related tasks as necessary.

Experience

Should be a fully qualified ski instructor.

1-2 years related experience including ski instruction.

Knowledge

Must maintain up-to-date knowledge of ski teaching concepts and techniques through workshops (PSIA or a ski school)

Position Number: 900167

Position Title: Snow Bowl Ski Patrol

EDORDA: 311-2109-50200-10-000000-00000

Position Type: None

Department: Snow Bowl

Supervisor: Sean Grzyb

Description: Responsibilities:

- Respond to medical and rescue emergencies at The Middlebury Snow Bowl and Rikert Nordic Center.
- Transport and provide EMS care to injured staff and patrons.
- Act as "Mountain Ambassador" for patrons.
- Assists Ski Patrol Director as needed.
- Assist Mountain Operations Dept., Race Dept., and Snow School as needed under the direction/supervision of Ski Patrol Director.
- Be on time and prepared for all work duties, training scenarios, and response incidents.

Experience:

- Must have experience and training relevant to the listed responsibilities.
- Must have completed one season of ski patrolling at the Snow Bowl / Rikert.
- Must be able to work in the outdoors and efficiently manage self-care for hours in an exposed alpine environment.

Knowledge/Skills:

- Must have be have valid Nation Ski Patrol membership
- Must be a student at Middlebury College
- Must be active member of the Middlebury Ski Patrol
- Must have valid CPR and Outdoor Emergency Care credential.
- Must have the skill of advanced skier or snowboarder.
- Must be physically fit and be able to hike several miles in the mountains.
- Trained in high angle and toboggan rescue.

Other:

- Team player attitude required and ability to work with a variety of personalities.
- Must take direction well from supervisors.
- Emergency Medical Technician credential a plus but not required.
- Self motivated personality a plus.
- Experience in Snowmobile operation a plus.

Position Number: 900273

Position Title: HARC Slide Library Assistant

EDORDA: #N/A

Position Type: #N/A

Department: History of Art & Architecture

Supervisor: Megan Battey

Description:

Students are needed to assist with the development and operations of the Art Department Slide Collection, now known as the Visual Resources Collection.

5 hours per week, to be arranged.

Duties include: refiling slides, binding and labeling new slides for the collection, repairing old slides and guide cards, conducting inventory and assisting users of the collection. Also includes slide scanning, flatbed scanning and working with digital images. Other duties as required, i.e., answering phones or running errands.

Must be reliable and dependable. Strong organizational skills, manual dexterity and conscientious, meticulous attention to detail are essential. Art/Art History majors preferred. Background

in art and foreign languages helpful. Work experience in libraries, slide libraries, or experience in filing also helpful. Must be able to deal graciously with slide library patrons.

Must apply in person to Megan Battey, Room 407B, Johnson Memorial Building.

Position Number: 900412

Position Title: SOAN Research Asst - Nelson

EDORDA: 311-2137-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Mari Price

Description: Responsibilities:

Independent research and data analysis.

Experience:

Familiarity with excel, word, and comfort with coding. Has taken at least one SOAN course.

Knowledge/Skills : Familiarity with Sociology/Anthropology

Position Number: 900404

Position Title: SOAN Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Sociology

Supervisor: Mari Price

Description: Student Assistant will need to provide administrative support for Academic Department Coordinator and/or Faculty in the Department. Duties will include but not be limited to: photocopying, faxing, assisting with lectures, recruiting data entry, filing, library work, assisting with the mail, errands, etc.

Position Number: 900729

Position Title: Solar Decathlon Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Academic Affairs

Supervisor: Sarah McGowen

Description: The U.S. Department of Energy Solar Decathlon challenges 20 collegiate teams to design, build, and operate solar-powered houses that are cost-effective, energy-efficient, and attractive. The winner of the competition is the team that best blends affordability, consumer appeal, and design excellence with optimal energy production and maximum efficiency.

To this end, the Solar Decathlon Assistant is responsible for working on one or more areas of the project as assigned: Communications (Website, Outreach, Events, Fundraising); Construction (Cost Estimating, Scheduling, Safety, Transportation); and Design (Architecture, BIM, Landscape, Engineering).

Position Number: 900726

Position Title: Solar Decathlon Film Intern

EDORDA: 311-2129-50200-10-000000-13182

Position Type: None

Department:

Supervisor: Pam Fogg

Description: Filming and editing videos chronicling the Solar Decathlon team's progress. The intern will become embedded in the Solar Decathlon team and work closely with the Communications Office in documenting the team's work, which concludes Fall 2011 when the team will construct their house on the National Mall in Washington, D.C. The footage will be used by the Solar Decathlon team and the Communication Office in fundraising and other promotional videos.

Experience

Prior videography experience required.

Other

Position will require approximately 20 hours per week. Special students and students taking a semester off are strongly encouraged to apply. There is a possibility that the internship will be extended into the summer and fall.

Position Number: 900677

Position Title: Luso-Hispanic Studies Language Tables Assistant

EDORDA: 314-5106-50200-10-000000-00000

Position Type: None

Department: Spanish and Portuguese

Supervisor: Jamie Robertson

Description: Responsibilities: During the lunch the student is responsible for facilitating and actively encouraging conversation between the students, while correcting grammar as appropriate. Knowledge Desired: Must be fluent in Spanish or Portuguese (depending on the language table assignment)

Position Number: 900627

Position Title: CA Special Gifts Office Assistant

EDORDA: 311-6304-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Jessica Buxton

Description: We are looking for a student to assist us with daily operations and provide administrative support to our fundraising staff.

What You'll Be Doing

Perform general administrative duties such as photocopying, faxing, and filing.

Assist with fulfillment of mass mailings.

Prepare packets of materials for fundraising staff and our alumni and parent volunteers.

Perform data entry in Banner database and MS Excel spreadsheets.

Format and print MS Word documents as needed.

Digitally scan documents.

Perform occasional on-campus errands.

Assist office staff with special projects as needed.

Skills and Abilities

Proficient with MS Office applications, especially Word and Excel.

Solid communication skills.

Attentive to detail and organized.

Able to work independently.

Willingness to work on multiple projects simultaneously.

Able to handle confidential information in a discreet manner.

Hours

We need someone to work 10 hours per week (Monday through Friday) between the hours of 8:30 a.m. and 5:00 p.m.

Position Number: 900131

Position Title: Sports Medicine Athletic Trainer

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department:

Supervisor: David Matthews

Description: The student trainers will assist the Staff Athletic Trainers in pre-game/practice coverage, game/practice coverage and post-game/practice coverage at both the Zug Sports Medicine Center and on site. Some responsibilities when working practice or game coverage will include:

Ensure all patients sign-in and check-off what treatment they are receiving. (Ultrasound cards need to be checked as well).

Ensure towels are folded and stocked. Pick-up from equipment room.

Ensure whirlpools are filled and at proper temperatures.

Ensure tape is stocked and neatly arranged.

Ambulance services.

Ensure ultrasound gel bottles are filled.

Answer the telephone

Communicate on two way radios with staff members, Public Safety, and

Keeping Zug Sports Medicine Center clean and neat.

Ensure daily sheets are totaled out and put onto student trainer computer.

Will follow Universal Precautions with exposure incidents.

Requirements

All candidates will be required to have CPR and First Aid certification or will become certified upon being hired.

Position Number: 900398

Position Title: Sports Medicine EMT/Club Rugby Trainer

EDORDA: 311-6002-50200-10-000000-00000

Position Type: None

Department: Parton Center for Health and Wellness

Supervisor: David Matthews

Description: The student trainers will assist the Staff Athletic Trainers in pre-game/practice coverage, game/practice coverage and post-game/practice coverage at both the Zug Sports Medicine Center and on site. Some responsibilities when working practice or game coverage will include:

Ensure all patients sign-in and check-off what treatment they are receiving. (Ultrasound cards need to be checked as well).

Ensure towels are folded and stocked. Pick-up from equipment room.

Ensure whirlpools are filled and at proper temperatures.

Ensure tape is stocked and neatly arranged.

Ensure ultrasound gel bottles are filled.

Answer the telephone

Ambulance services. Communicate on two way radios with staff members, Public Safety, and

Keeping Zug Sports Medicine Center clean and neat.

Ensure daily sheets are totaled out and put onto student trainer computer.

Will follow Universal Precautions with exposure incidents.

Requirements

All candidates will be required to have CPR and First Aid certification or will become certified upon being hired.

The candidate for this position needs to be EMT certified.

Position Number: 900548

Position Title: Scott Center Office Assistant

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Scott Ctr for Spirit/Rel Life

Supervisor: Ellen McKay

Description: Greet visitors to the building, answer the telephone, transfer calls. Prepare reports as directed. Engage in occasional research as directed on topics including religion, science, moral education and spirituality. Job is from 3:00-5:00 Monday through Friday. Can be split between two or more students. The office assistant will work closely with the Director of the Scott Center on special projects associated with the mission of the Center.

Position Number: 900236

Position Title: STSS Asst Science Instrument Tech-IT

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor:

Description:

Position Number: 900086

Position Title: STSS Greenhouse Assistant

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Patti Padua

Description: To maintain plant specimen in Brooks Botany Greenhouse. Verify environmental conditions, water plants, fertilize, scout for pests and apply appropriate action in treating infestations or disease.

Monitor environmental conditions, noting of peaks in heat or extreme cold.

Learn and practice Integrated Pest Management by scouting daily, recording and identification of pests, counting populations, tracking life cycles, and suggesting treatment times.

Understand the symptoms of plant disease, stress and infestations.

Fertilize following an established schedule.

Prune plants and remove dead material.

Transplant or divide plants as needed. Ensuring identification tags are with plants at all times.

Clean the facility. Sweep the head house, vacuums the greenhouses and weekly application of algaecide to floors.

Experience Preference given to students having related work experience in horticulture through education or working in landscaping or nursery work.

Other Must be responsible. Available to work either Saturday or Sunday. Detail oriented and able to work with little supervision. Good communication skills required.

Position Number: 900407

Position Title: STSS Lab Animal Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Sciences Tech Support Services

Supervisor: Alexis Paquette

Description: Primary Purpose

Works with Animal Care Manager to maintain and care for multiple aquaria and to assist with other animal facility operations.

Responsibilities

Sets up and maintains marine and freshwater aquaria, researching care requirements, installing proper substrates, performing tests of water quality, and adjusting water chemistry.

Prepares and supplies live food in accordance with each animal's needs.

Checks, evaluates, and documents the health and condition of each individual animal.

Ensures that aquarium systems, including lights, pumps, filters, and protein skimmers are operating properly.

Schedules and performs partial water and filter changes as needed to maintain proper aquarium conditions and animal health.

Ensures that all required documentation is performed, and that necessary supplies are on hand.

Trains others in aquarium care.

Assists with facility-wide quality control testing, surgical prep, and care for other animals.

Job requirements

Must have previous class or other direct experience working with aquaria and marine invertebrates, and in assessing animal health and behavior.

Must be able to work independently and exercise good judgment.

Must work well with others.

Position Number: 900396

Position Title: STSS - Lab Assistant

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description:

Position Number: 900143

Position Title: STSS Stockroom Assistant

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Caitlin Carr

Description: Provide assistance to stockroom customers. Assist in maintaining inventory of laboratory glassware, equipment, and chemicals and with preparation of orders needed to maintain proper inventory levels. Assist with reorganization and cleanup of the stockroom area. Perform deliveries of shipments to recipients in the Science Center and Bicentennial Hall. Research pricing, and enter data and transactions into the computer. Perform weekly eyewash checks.

Qualifications

Must be very dependable, detail-oriented, have good organizational skills, and the ability to work independently. Must be able, with training, to recognize standard laboratory glassware and equipment, and to distinguish between similar-appearing items. Must be able to handle the physical challenges of the job, including lifting boxes of up to 25-50 pounds. Reasonable competency in general office and computer skills. Includes filing, computer data entry, and phoning vendors to order lab supplies. Prior work experience in a store, stockroom, or warehouse is an asset but not required.

Position Number: 900153

Position Title: STSS Lead Stockroom/Lab Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Sciences Tech Support Services

Supervisor: Caitlin Carr

Description: The lead stockroom assistant performs the same duties as the stockroom assistant, with a higher level of responsibility, often working independently to research pricing, obtain quotes, and order supplies in order to maintain stockroom inventories of laboratory glassware, equipment, and chemicals, as well as assisting with monthly billing, reporting and database management.

The lead stockroom assistant also assists the Laboratory Stores Manager with Safety Data Sheet management, laboratory cleanouts, annual chemical inventories, and first aid kit maintenance, and serves as a student member of the EH&S working group supporting training and outreach initiatives.

Qualifications

Must be very dependable, detail-oriented, have good organizational skills, and the ability to work independently. Must be able, with training, to recognize standard laboratory glassware and equipment, and to distinguish between similar-appearing items. Must be able to handle the physical challenges of the job, including lifting boxes of up to 25-50 pounds. Strong office and computer skills, including familiarity with databases, are desired. Prior work experience in a store, stockroom, or warehouse is an asset but not required.

Position Number: 900530

Position Title: STSS Lab Assistant Trainee

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description:

Preparation of media and reagents, culturing bacterial stocks, and general laboratory duties.

Qualifications Must be reliable, organized, independent, willing to learn, and not afraid to ask questions. Attention to detail is crucial. Although some basic biology or chemistry experience is preferred, it is not required. Due to the time and expense required for training, 1st and 2nd year students are preferred.

Schedule After a few weeks of initial training, work hours are flexible. Availability on Tuesday afternoons/evenings are a plus. Minimum of 8 hours/week, though work load decreases a few weeks before final exams.

Position Number: 900352

Position Title: STSS Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Cathy Ekstrom

Description: Duties include (but are not limited to) photocopying, filing, updating databases and spreadsheets, preparing web documents, distributing faxes and mail throughout the building, and errands. Qualifications: The STSS Office Assistant interacts with faculty, students, and occasionally outside vendors or service providers. It requires someone who is reliable, accurate, dependable, and able to take direction, and work with minimal supervision. Accuracy is especially important. Strong computer skills needed with experience in Microsoft Word & Excel. Web page experience a plus. Please email brief description of experience and number of hours and schedule desired to cekstrom@middlebury.edu. 4-10 hours per week. Flexible hours and schedule but must include some morning hours.

Position Number: 900416

Position Title: STSS Senior Lab Assistant

EDORDA: 311-6108-50200-10-611730-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Tim Allen

Description:

Position Number: 900748

Position Title: Grille Monitor

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Paul Dow

Description: Grille counter security for Saturday and Sunday afternoon shifts (12:00-6:00 pm)

Monitor all activities during events at The Grille and report immediately any emergency situations to The Grille staff on duty.

Position Number: 900461

Position Title: Student Activities Grille Technical Worker

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: David Kloepfer

Description:

Set up sound system and/or light board for dances, concerts, plays, etc. in the McCullough Social Hall and in the Grille.

Operate lighting and/or sound systems during events.

Break down equipment after the event.

Assist with event management - security, set-up, break-down - as necessary.

Refocus lights for special events when necessary.

Act as liaison with bands and performers who bring their own equipment.

Occasionally assist with technical support for events in other venues such as Mead Chapel, Pepin Gym or Kenyon Arena.

Responsible for the proper maintenance and handling of lightboard, sound board, spotlights instruments, and other equipment. Advise McCullough building staff of problems, concerns, damage.

Act as a resource person for technical sound and lighting questions.

Sign up for weekly shifts in the Center for Campus Activities and Leadership.

Return keys to security at the end of the shift.

Interest in sound, lighting and technical support elements of McCullough Student Center operations. Experience with lighting and/or sound equipment preferred.

Position Number: 900310

Position Title: Student Activities Marketing Intern

EDORDA: 311-6108-50200-10-611101-00000

Position Type: None

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Specific Responsibilities:

The Marketing Intern is an experienced Middlebury College student who serves as a member of the Student Activities and Orientation team who assists with marketing projects for the department.

The key responsibilities of this position include:

- Support the Student Activities and Orientation office on various marketing project. Projects could include developing print materials, web-development, or developing social media strategies.
- For specific projects, serve as a liaison between Student Activities and other campus offices including Communications, printing services, mailing services and the dean only.
- Develop project based timelines and ensure deadlines are met.
- May work on content development, editing and graphic design.

Education and Training

•Skills and Experience:

- Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; ability to manage alternative ebbs and flows in workload; self-motivation and the ability to work independently on projects; patience and the ability to seek alternative solutions to

unforeseen problems; positive attitude and interest in learning, thinking creatively, and working as a member of a team; previous graphic design experience preferred.

Knowledge:

- Preferred candidates will have experience with Adobe InDesign; Microsoft Word, Publisher, PowerPoint, and Outlook.
- Applications will be reviewed as they are submitted.
- Please be prepared to submit a cover letter and a resume.

Position Number: 900826

Position Title: MCAB Trivia Host

EDORDA: 311-6108-50200-10-000000-12181

Position Type: None

Department: Dean of Students

Supervisor: Valerie Nettleton

Description: Responsibilities:

-Create presentations of fun and interesting trivia questions, broken up into a broad variety of categories. (7 rounds of 10 questions.) Content of trivia categories should be creative and varied, ranging from Middlebury related trivia, pop culture, sports, literature, arts, science, geography, history, politics, music, etc. Trivia categories should be fact checked.

-Host Trivia Night every other Thursday/when scheduled by the Activities Board Social Committee; host by announcing questions, grading response sheets, and handing out prizes. Hosts should help tech set up and clean up crossroads.

-Coordinate with the Activities Board and other student organizations for guest trivia categories that can highlight a particular event or other student organization (ex. Middlebury themed Midd Mayhem Trivia)

-Communicate with the Activities Board Social Committee Fellows and Logistical Coordinators throughout the year to coordinate Grille Certificates prizes, maintain attendance updates, report media services issues, etc.

Knowledge/Skills :

Ideal Candidates Should Be:

- Regular attendees of Trivia Night
- Confident in presenting in front of a crowd and decisive and fair while scoring
- Full of creative ideas for categories

-Proficient in incorporating sound clips, pictures, and other media into their presentations.

Position Number: 900150

Position Title: Student Activities Tech Assistant

EDORDA: 311-6108-50200-10-000000-12181

Position Type: None

Department: Dean of Students

Supervisor: Sam Hurlburt

Description: Responsibilities:

Set up operate and break down all audio/visual, lighting, and computer components for student performance based events, in numerous campus venues, including but not limited to: McCullough, Chateau, Mead Chapel, Pepin Gym, Kenyon Arena, etc.

Properly store and secure equipment.

Seek proper training, and keep up to date on our current technology.

Attend all scheduled meetings.

Report staff concerns, technical problems, and equipment issues to the Student Activities professional staff immediately.

Refocus lights for special events when necessary.

Act as liaison with bands and performers who bring their own equipment.

Properly maintain all equipment.

Act as a resource person for technical sound and lighting questions.

Sign up for weekly available shifts.

Provide excellent customer service.

Experience Desired:

A desire to learn about audio, lighting, and video technology preferred

Ability to lift and move/carry 50lbs.

Be a student in good standing at the College.

Ability to work with people of diverse backgrounds, and communicate clearly

Position Number: 900541

Position Title: Student Activities Lead Tech

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Sam Hurlburt

Description: Responsibilities:

Participate in a monthly rotation of on call tech support shifts.

Depending on weekly needs we will need one or two people on call to help with sound and lighting needs.

The student leads are expected to be able to setup, run, and troubleshoot either sound, lighting or both.

Be the first point of contact for student techs, when additional event support is needed (ie. troubleshooting equipment, answering event questions).

Cover shifts when we can't find a proper replacement.

Facilitate peer to peer training.

Help maintain a clean work area in all spaces.

Be a mentor for new students.

Seek proper training, and keep up to date on our current technology.

Attend all scheduled meetings.

Assist supervisor with scheduling of technical student staff for PAG-supported events.

Assist supervisor by serving as point person for specific PAG-supported events; including coordination with event planners, and supervision of other student technicians.

Set up sound system, AV, and/or light board for concerts, plays, dance parties, etc.

in numerous campus venues, including but not limited to: McCullough, Chateau, Mead Chapel, Pepin Gym, Kenyon Arena, etc.

Break down equipment and store securely after the event.

Refocus lights for special events when necessary.

Assist supervisor with inventory and maintenance of lighting, sound and other equipment.

Report staff concerns, technical problems, and equipment issues to the Student Activities professional staff immediately.

Act as liaison with bands and performers.

Act as a resource person for technical sound and lighting questions.

Experience Desired:

Experience with lighting, sound and AV equipment, and support for live performances required.

Ability to work independently and take initiative.

Demonstrated supervisory or leadership ability.

Ability to lift and move/carry 50lbs.

Be a student in good standing at the College.

Completed at least one academic year at Middlebury College

Ability to work with people of diverse backgrounds, and communicate clearly.

Position Number: 900129

Position Title: Student Activities Media Intern

EDORDA: 311-6108-50200-10-610610-00000

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description: Specific Responsibilities: The Media Intern is an experienced Middlebury College student who serves as a para-professional member of the Center for Student Activities team. The key responsibilities of this position include:

Updating and maintaining the Student Activities and Orientation websites

Creating new and dynamic content to post to the web (i.e. slideshows, videos, etc.)

Updating the current website by aggregating content and current events

Designing monthly e-newsletters for advisors and student organization members

Creating and managing social media sites such as Twitter and Facebook

Working with the Marketing Intern to create slides for student organizations for the video display in McCullough and for the web

Assist with MiddLink as needed

Assisting as needed with other Student Activities projects that emerge over the course of the year (could include work on Winter Term Workshops, assistance with the Activities Fairs and other major events, etc.)

Commitment Period:

Early September through mid-May at approximately 8-10 hours per week.

Skills and Experience

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; previous web, social networking, and graphic design experience preferred.

Knowledge

Facebook, Adobe Dreamweaver or alternative web design program, Twitter, Microsoft Word, Publisher, PowerPoint, Outlook, Adobe InDesign, and Photoshop. Previous HTML, CSS, and Drupal experience helpful.

Other

To Apply:

Applications will be reviewed beginning April 16.

Please be prepared to submit a cover letter and a resume as well as provide the names of three (3) references during the online application process.

Position Number: 900255

Position Title: FOO Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Doug Connelly

Description: With advising from the Outdoor Programs Director, assist with planning and implementing all aspects of the February Outdoor Orientation (FOO) program. Select and train student leaders; train and supervise logistics crew; inventory, maintain and manage all equipment; design trip routes; plan and arrange trip transportation; design and implement leader training program; serve as primary contact person for prospective participants, leaders, and other interested parties; serve as on-call contact person when trips are in the field; review and revise Leader Handbook as needed; plan and present the annual post-program slide show; other duties as assigned.

Must be willing to work some weekends, and Tuesday evenings during J-Term. Ability to comfortably hike 5+ miles carrying a 30 lb. pack necessary.

Education and Training

Current Middlebury student

Past MOO/FOO/MidView and/or other significant outdoor leadership experience, especially in winter.

Experience in peer-leadership roles

Meticulous organizational skills and attention to detail

Current WFA, WFR or W-EMT certification

College van license

Sense of humor and grace under pressure essential; Ability to pull rabbits from hats and bi-locate very useful

Position Number: 900584

Position Title: Student Activities - Organic Farm Intern

EDORDA: #N/A

Position Type: #N/A

Department: Student Employment Office

Supervisor: Sophie Esser Calvi

Description:

Collaborates in the design of the garden layout as well as building the planting beds and garden structures.

Performs garden work: sowing, cultivating, harvest, etc.

Assists with deliveries to Middining and other business partnerships.

Participates in the "seed saving", Summer Language School and "children's garden" programs held at the Organic Garden

Maintains tools in proper condition

Follows safety procedures for all workers/volunteers

Outreach

Participates in scheduled visits to local farms for observation, tours and joint projects and partnerships.

Supports public relations initiatives with the college and local community.

Assists with grants and fundraising projects

Performs other duties as assigned.

Education and Training Foremost, this job requires dedication and enthusiasm. Previous gardening experience is not required. The garden is a place to learn and to teach others. An able body, smiling face, patience, clear head, and good communication skills are also highly recommended. Contact Information Jay Leshinsky, Organic Garden Advisor
jay.leshinsky@myfairpoint.net Business Phone: 802-388-3736

Position Number: 900517

Position Title: Student Activities - Organic Gardening Manager

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: JJ Boggs

Description:

Garden and business management (with the direct support of the Garden Advisor):

Research, design and help assist with the building of the overall garden, the production garden, "seed saving" project, and other structures on the site.

Find and purchase seeds, supplies and materials.

Guide and perform garden work: sowing, cultivating, harvest, etc.

Contact and arrange produce sales and billing with Dining Services and other business partnerships.

Liaison with Campus Activities Office.

Manage the garden budget and oversee purchases.

Record crop production data.

Labor Coordination:

Supervises summer interns and coordinates appropriate work schedules/activities for all summer workers (students, volunteers community members, etc.)

Oversee and keeps inventory of tools and equipment. Maintain tools in proper condition.

Insure proper instruction and safety demonstrations for all workers/volunteer.

Outreach: (with the direct support of the Garden Advisor)

Oversee scheduling of the Summer Language School workers and community tours held at the Organic Garden

Contact local schools, community groups, student groups, etc. for outreach programs

Contact local farmers for tours, joint projects and partnerships

Collaborates with local/organic food education campaigns.

Participates in grant writing/fundraising with support of the Garden

Advisor

Performs other duties as assigned.

Education and Training Foremost, this job requires dedication and enthusiasm. The garden is a place to learn and to teach others. Previous gardening experience is ideal. An able body, smiling face, patience, clear head, and good communication skills are also highly recommended. Contact Information Jay Leshinsky, Organic Garden Advisor jay.leshinsky@verizon.net Business Phone: 802-388-3736

Position Number: 900268

Position Title: Student Activities - Outdoor Orientation Trips Assistant Coordinator

EDORDA: 311-6108-50200-10-000000-13086

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description: Collaborate with student co-coordinator to design and implement all aspects of the College's February Outdoor Orientation (FOO) trips. Coordinators help select and train student leaders; train and supervise the logistics crew; design and coordinate mailings and application process; update website, plan and present the annual post-program slide show and undertake other duties as assigned.

Qualifications:

Current Middlebury student. Past OINK, MiddView, FOO and/or MMC leaders greatly preferred. Winter backcountry experience required. Meticulous organizational skills and attention to detail necessary. Sense of humor and grace under pressure essential.

Other details:

Work hours begin in mid-November during the leader application process. Initial commitment is 4-8 hours / week. Hours during J-Term increase up to 20 hours / week, including some evening and weekend commitments. Finally, the first week of the spring term and the following weekend are very busy, and applicants should expect to work the maximum number of hours allowable under SEO rules (20). Ability to comfortably hike 10 miles carrying a 30lb pack necessary.

Review of applications to begin immediately and continue until position is filled.

Position Number: 900547

Position Title: Student Activities Programs Intern

EDORDA: 311-2802-50200-10-300710-00000

Position Type: None

Department: Dean of Students

Supervisor: Valerie Nettleton

Description: Responsibilities:

The Programs Intern is an experienced Middlebury College student who serves as a para-professional member of the Student Activities team. The key responsibilities of this position include:

1. Assisting with the registration and monitoring of student organizations
2. Managing MiddLink, our student organization database, and serving as the main MiddLink trainer for student organizations
3. Managing the Student Activities email account
4. Assisting the SGA Oversight Committee with the annual student organization review process

5. Planning and organizing the fall and spring Activities Fairs
6. Organizing and facilitating the annual Cocoa & Collaboration event for student organizations
7. Revising the Student Activities website so that it is comprehensive, inviting and easy for student org leaders to use
8. Marketing student org events throughout campus and creating new methods for getting student leaders more involved with Student Activities programs and trainings
9. Representing Student Activities at Orientation events
10. Assisting as needed with other Student Activities projects that emerge over the course of the year

Commitment Period:

Early June through mid-May at approximately 35 hours per week during the summer and 8-10 hours per week during the academic year.

Experience:

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; high level of motivation, ability to inspire others, and commitment to serving as a role model; previous facilitation experience; previous student organization and leadership experience preferred.

Knowledge/Skills:

Microsoft Word, Excel, Publisher, PowerPoint, Outlook, Drupal, InDesign, and CollegiateLink; familiarity with student organizations at Middlebury College.

Position Number: 900719

Position Title: Art Museum Curator

EDORDA: #N/A

Position Type: #N/A

Department: Museum of Art

Supervisor: Jason Vrooman

Description: Offer is contingent upon successful completion of a criminal background check.

Responsibilities

A self-motivated student is sought to curate 5-6 exhibitions in Center Gallery (between The Grille and Wilson Hall in McCullough Student Center) during the 2015-2016 academic year. Position will consist of approximately of 5-10 hours per week soliciting student artists and student groups for possible

exhibitions, scheduling shows, hanging and deinstalling artwork, planning events, designing and distributing publicity materials, and various other gallery-related tasks.

Students from any major may apply, but special consideration will be given to students with backgrounds in art history or studio art, or prior experience working in a gallery or museum setting. Please note that the Center Gallery Student Curator must be on campus during the Fall and Spring (and ideally Winter) semesters.

Skills and Experience

- Student Curator should have a deep interest in the arts
- Some experience in curating and hanging artwork (primarily 2-D) desirable
- Excellent interpersonal and communication skills
- Ability to manage and prioritize multiple tasks
- Excellent organizational skills
- Self-motivation and the ability to work independently on projects
- Keen sense of responsibility and attention to detail
- Experience with publicity and event-planning an asset

Position Number: 900550

Position Title: Student Activities - Winter Term Workshop Assistant

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department:

Supervisor: Karen White

Description: The Winter Term Workshop Assistant will assist the CCAL staff with all aspects of Winter Term Workshop program, including:

Setting up and maintaining the Winter Term workshop registration lists

Sending confirmation e-mails to participants who signed up for Winter Term workshops

Hanging banners for Winter Term Workshops at various locations around campus

Organizing/decorating the Winter Term Workshop bulletin board in McCullough

Assisting with Winter Term Workshop registration (early morning and some lunch hours)

Taking photos of Winter Term Workshops

Developing Winter Term Workshop evaluations and compiling statistics

Experience

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; and the ability to work independently on projects.

Knowledge

Microsoft Word, Excel, Publisher, and Outlook

Other

Commitment Period: November-January

Position Number: 900258

Position Title: WRMC Summer Tech Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Sam Hurlburt

Description: Responsibilities

General:

- Advertise and coordinate summer radio programs
- Train student DJs to use the broadcast studio equipment
- Schedule any additional programming that language schools may want
- Assist the WRMC Broadcast Engineer with recording language school programs
- Replace any necessary office materials in the station (ex. markers, tape, grading stickers)

Music Direction:

- Maintain the organization of WRMC's music library
- Listen to the music that gets sent to the station and respond to the music promoters
- Submit data to charts and adds to CMJ on a weekly basis
- Update the digital and physical music rotation on a weekly basis
- Maintain WRMC alumni relations via email correspondence
- Oversee digitization of the physical music library

Other:

- Oversee WRMC blog during the summer
- Maintain WRMC's social media (ex. Facebook, Twitter, Instagram, Cymbal)
- Organize summer gen board meetings/DJ events if there is adequate interest

Position Number: 900745

Position Title: Student Activities Arts & Crafts Manager

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Jessie Jerry

Description: Monitors set up and clean up of Arts and Craft Space each night.

Monitors levels of and purchases inventory as required.

Assists students with projects.

Ensures space safety protocols are maintained.

Markets and represents Arts & Crafts program and space to students.

Experience

Experience with arts and crafts, especially with poster making, desired. Some teaching experience desired.

Other

Willingness to work with other students as a peer leader . High attention to detail is required.

Position Number: 900809

Position Title: Ballet Class Instructor

EDORDA: #N/A

Position Type: #N/A

Department: Dance

Supervisor: Mike Abbatiello

Description: Offer is contingent upon successful completion of a criminal background check. Ballet class instructors teach basic ballet principles to the children together with other creative movement activities. Instructors aim for a progression from the beginning of the

semester to the end from introduction to basic ballet steps to integrating those into longer exercises that allow students to explore creativity in a fun environment. At the beginning of each term instructors organize a letter to send to parents, compile a list of students, and collect registration forms and checks from the parents. About an hour of prep time is required before the first and last classes. There are two classes each week (45 minutes each) and 10 classes for each level per semester (20 in total). About 10 to 12 students participate in the classes. Experience Previous dance instruction and experience with young children preferred. Knowledge Competency in ballet required. Other Pay rate is \$12.00 per hour.

Position Number: 900674

Position Title: Student Activities Web Assistant

EDORDA: 311-6108-50200-10-612140-00000

Position Type: None

Department: Dean of Students

Supervisor: JJ Boggs

Description: Responsible for managing and maintaining the CCAL website including:

creating and editing the regularly viewed pages

developing special pages to be viewed during specific times of the year,
i.e. Activities Fair, Winter Term Workshops, etc.

communicating with CCAL staff about upcoming events/initiatives and
collecting information and pictures for posting

Length of Service and Application Process

September 2008-May 2009

Complete and submit a Campus Activities application. Interviews will be arranged with selected candidates.

Position Number: 900392

Position Title: Winter Term Workshop Instructor

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Maria Farnsworth

Description: Responsibilities:

Plan, prepare and deliver an excellent workshop experience for participants.

Respond in a timely manner to all WTW office correspondence.

Meet all WTW deadlines.

Maintain and submit accurate and thorough attendance records for PE credit bearing workshops.

Enter hours worked into Banner.

Ensure hours worked and all other workshop expenses are consistent with the terms of the WTW agreements.

Position Number: 900104

Position Title: Student Activities Center Supervisor

EDORDA: 311-6108-50200-10-000000-13086

Position Type: None

Department: Dean of Students

Supervisor: David Kloepfer

Description:

Take responsibility for McCullough during evening and weekend hours; assisting student leaders who are programming in McCullough by giving them information about set-ups, procedures, etc.

Ensure that all services provided by the facility are done effectively. Maintain order and cleanliness on an on-going basis. Respond to spills. Setup AV equipment when necessary.

Perform building inspection tours. Accountable for building security. Identify problem areas within the building and act on them as appropriate.

Enforce building and operating policies and procedures.

Report immediately emergency situations to Public Safety. Assist with evacuations.

Complete a report form at the end of each shift.

Utilize scheduling database system and maintain a listing of daily meetings/programs in the Student Center and on campus in general; direct users to proper rooms.

Provide information as requested by phone and to visitors of the Student Center.

Maintain Information Desk and Crest Room area by keeping it neat and clean at all times.

Attend monthly staff meetings; on-going training including first aid and CPR; dress in appropriate attire.

Follow duties of CCAL Technical Assistants as scheduling requires.

Qualifications

Ability to work independently and take initiative.

Demonstrated supervisory or leadership ability.

Ability to work with people of diverse backgrounds.

Extensive knowledge of the College; clear speaking voice.

General knowledge of audio-visual equipment

Completed at least one academic year at Middlebury College

Windows-based computer knowledge

Ability to lift and move/carry 50lbs.

Be a student in good standing at the College.

A student center is more than a building. It serves as a unifying force in the life of the College. Student employees of the Center for Campus Activities and Leadership and the McCullough Student Center, play an important role in representing Middlebury College and its programs to our patrons. Our Student Supervisors are in a unique position to stay informed about events and activities on campus, meet student and administrative leaders and faculty members, influence the direction of

student-led programs, shape the quality of student life on campus, and help mold the College's image among those who are visiting and inquiring about our campus.

Position Number: 900094

Position Title: Student Organization Coordinator

EDORDA: 311-6108-50200-10-000000-12033

Position Type: None

Department: Campus Activities & Leadership

Supervisor: Valerie Nettleton

Description: The Student Activities Offices works with the SGA and student organizations to facilitate inclusive programming on campus that allows students to participate positively in the community. The Student Organization Coordinator works to strengthen the leadership of all organizations by • Serving as a liaison between student organizations and the Student Activities Office • Improve communication and resources across organizations with similar themes for increased collaboration • Providing administrative support for organization' finances. • Coaching student org leaders through campus processes such as hosting events, finding funding, etc. • Provide opportunities for discourse on topics common across organization themes Responsibilities: Working with the Student Activities Office this student position will: • Support organization treasurers in keeping accurate records and complete paperwork in a timely fashion • Perform semesterly audits of their organizations (financial, membership, event) • Work collaboratively with SAO, Events Management, SGAFc and other departments to provide resources to organization leaders as needed • Process student organization vouchers and invoices on Presence and Oracle • Work closely with group leaders, SAO staff, and students to produce positive events for the community • Support SAO staff in organizing and conducting yearly trainings and monthly meetings • Track student organizations' registration and requirements • Serve as a front desk staff member in the Student Activities Office Experience Desired: • A commitment to diversity and inclusion is required • Demonstrated experience managing student org budgets desired but not required • Prior leadership and work experience on campus • Previous experience in a leadership position in a student organization is helpful • Demonstrated experience organizing and promoting campus programs and events • Excellent interpersonal and communication skills • Strong attention to detail • Ability to remain organized while balancing multiple priorities and tasks • Self-motivated and reliable • Ability to work independently and proactively on projects • Ability to work with a team and accept direction from supervisors • Willingness to greet and direct SAO visitors in a friendly professional manner • Creative thinker and solution-oriented • Professional etiquette • Ability to maintain confidentiality Knowledge Desired: • Basic computer skills, proficiency in MS Word, Excel, Outlook, Google Drive • Knowledge of Presence and 25Live is helpful. • Basic office skills – photocopying, filing, and answering phones. • Understanding of the processes involved in student org leadership, management, and budgeting at

Middlebury. Other: • Successful candidate cannot concurrently hold an officer position in an member organization of the board for which they serve as the Coordinator. • We are hoping to hire a Coordinator for each of the following boards: • Academic and Publications • Club Sports and Outdoor Pursuits • Health, Wellness, and Recreation (HWR) • Hobby & Special Interest • Performing Arts • Political, Activist, & Debate (PAD)

Position Number: 900836

Position Title: Orientation Assistants

EDORDA: 311-6108-50200-10-000000-12033

Position Type: None

Department: Dean of Students

Supervisor: Erin Morrison

Description: Orientation Assistants are critical members of the Orientation team. They handle the vital preparatory work during the two weeks prior to Orientation and during the Orientation week itself. Responsibilities will vary depending on need but may include creating signs, collecting and organizing supplies, photocopying documents, stuffing packets, updating documents, tracking inventory, delivering materials and snacks, troubleshooting issues, scanning in students at events, setting up and tearing down events, serving as Crowd Manager, directing new students, and coordinating activities.Experience Must be detail-oriented, flexible, computer-savvy, and timely. Excellent communication and stress management skills required. Willingness to be supervised by one's peers is essential. Endurance, problem-solving skills and initiative are critical! College van license and Crowd Manager Certificate (or ability to secure either) is helpful, but not essential. If eligible, we can help you to acquire either.Other Applicants must be available to work 5- 10 hours a week between January 31 and February 14. Opportunity to work more hours may be available.

Position Number: 900683

Position Title: Orientation and Outdoor programs Intern

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Erin Morrison

Description: Orientation Interns serve as critical members of the College's MiddView planning team. They help to design and coordinate all aspects of the MiddView experiences that provide small-group connections amongst new students to ease their transition to college. The Orientation & Outdoor Programs Intern will work closely with the Director of Outdoor Programs and with the MiddView

planning team to plan outdoor recreational experiences, orientation programs, and assist with Leader Training as a part of fall orientation (Midview). Job Tasks may include but are not limited to: Plan and organize full and half day outdoor experiences for incoming students, including paddling, hiking, climbing, and other leisure activities. With guidance from the Director of Outdoor Programs, assist in developing a leader training for Outdoor Leaders that provides them with the opportunity to evaluate and deepen their awareness of personal values, learn about the outdoors that support safe and meaningful experiences. Communicating regularly with incoming students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned. Assist in supporting gear distribution for leaders and new students as well as serve as a part of the emergency response team when outdoor activities are taking place. Work with MidView planning team to plan and implement orientation events and programs during Midview, including managing registration, supporting move in day and other orientation programs as needed. Experience and skills that will make candidates especially successful: Current Middlebury student. It is helpful if interns have been involved in Orientation, or Outdoor Programs in the past. Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury. Wilderness First Aid or First Responder certification or other first aid experience. Ability to work independently on projects and collaborate with team members. Experience/interest in curriculum writing and leadership development. Past experience working in areas including but not limited to leading outdoor trips or activities, paddling, climbing, hiking or personal interest in these activities. Strong organizational skills. Time Commitment: Spring semester time commitment is part time (2-5 hours per week). Summer (June through September) commitment is full-time (37.5 hours per week).

ORIENTATION & VERMONT EXPLORATIONS INTERN

Orientation Interns serve as critical members of the College's MidView planning team. They help to design and coordinate all aspects of the MidView experiences that provide small-group connections amongst new students to ease their transition to college. The Orientation & Vermont Explorations Intern will work closely with campus and community partners and with the MidView planning team to plan experiences that focus on leisure activities, culture and arts, support for transitioning to college life as well as assist in planning orientation programs, and Leader Training as a part of fall orientation (Midview). Job Tasks may include but are not limited to: Communicate directly with over 50 community and campus partners to develop mutually beneficial experiences that engage with, but not limited to, campus departments, local business, parks, and museums. With guidance from the MidView planning team, assist in developing a leader training for Leaders that provides them with the opportunity to evaluate and deepen their awareness of personal values and learn about our local communities that support safe and meaningful experiences. Organize experiences for new students that focus on transitioning to life in Vermont, leisure and recreational activities, arts and culture activities such as painting, photography, or visiting museums. Communicating regularly with incoming students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned. Work with MidView planning team to plan and implement orientation events and programs during Midview, including managing registration, supporting move in day and other orientation programs as needed. Experience and skills that will make candidates especially successful: Current Middlebury student. It is helpful if interns have been involved in Orientation, or Outdoor Programs in the past. Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury. Wilderness First Aid or First Responder certification or other first aid experience. Ability to work independently on projects and

collaborate with team members. Experience/interest in curriculum writing and leadership development
Past experience working in areas including but not limited leading outdoor trips or activities, paddling, climbing, hiking or personal interest in these activities. Strong organizational skills
Time Commitment: Spring semester time commitment is part time (2-5 hours per week) Summer (June through September) commitment is full-time (37.5 hours per week).

Position Number: 900633

Position Title: Student Activities Web Specialist

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: JJ Boggs

Description: Carry out design and maintenance of Web sites for the MCAB.

MCAB seeks an experienced web designer to keep the MCAB website (go/mcab) current and vibrant with upcoming events, upload photos and post special announcements.

This person will attend weekly (Monday nights, 6:30-7:30) MCAB Exec board meetings and maintain communication with the student for the duration of the second semester.

Previous experience with marketing and web design and ability to design a calendar format to display upcoming events or otherwise improve the efficiency of the website is desired. Candidate must be reliable, organized and committed.

Ability to prioritize a large number of tasks is essential.

Ensures consistency of design, layout and integrity of content across an extensive network of sites.

Has basic computer skills, e.g. Microsoft Word, Excel, Outlook, etc.

Carries out various forms of graphic design/manipulation for the web using PhotoShop, etc.

Transfers content to web from a variety of software programs.

Proofreads text.

Plays an active role in tracking necessary web updates, taking the initiative to find up-to-date content and prepare it for the web.

Directs other students and occasionally staff on web maintenance.

Good communication skills are essential.

Education and Training Experience in web page development required. Strong reading, writing, and editing skills. Web design skills desirable.

Experience Familiarity with the college's Content Management System (CMS) a plus but we will train the right student to use this system. Experience with PC's, Web development software, scanners, and digital cameras preferred. Please submit a resume and example of previous work.

Position Number: 900151

Position Title: CCI Student Fellowships Assistant

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Center for Careers and Internships

Supervisor: Ann Dolber

Description:

Position Number: 900297

Position Title: ART Darkroom Assistant

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Colin Boyd

Description: Responsibilities:

The Studio Art Darkroom Assistant will perform general housekeeping tasks, organize photography lab materials/equipment and manage darkroom chemicals; including the mixing of, proper disposal of and inventory management.

The Darkroom Assistant will also work with the Photography professor and Studio Art Technician in helping to maintain a safe and efficient work environment in the photography darkrooms. This will require working from specified task list as well as special requests week to week from supervisors to ensure proper studio management.

Experience Desired:

Experience in darkroom photography process is desired. The Darkroom Assistant will be required to mix photo developing chemicals according to detailed instructions and perform functionality tests on equipment such as enlargers, cameras and film scanners.

Other:

Preferred shifts are weekday evenings, possibly weekends.

Minimum of 6 hours per week.

Position Number: 900301

Position Title: ART Sculpture Technician

EDORDA: #N/A

Position Type: #N/A

Department: Studio Art

Supervisor: Colin Boyd

Description: Supervise the students taking sculpture class while they use power tools. Other duties include taking inventory, ensuring tools are put away properly in the woodshop and metal shop, cleaning the surfaces of tables, hand tools, work areas, sinks, and vacuuming floors.

Requires a minimum of 6 hours per week.

Shifts are available for weeknights and weekends.

Position Number: 900710

Position Title: ART Glass Monitor

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Colin Boyd

Description: Glass Monitors are responsible for opening the studio, ensuring student observance of all safety procedures, operating the kiln, keeping track of supplies, supervising clean-up, and shutting down equipment. They must be familiar with basic glass-working techniques and basic first-aid.

Position Number: 900769

Position Title: ART Model

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Michaela Davico

Description: Nude figure model for studio art drawing classes.

Experience

Modeling, theatre or dance experience desired

Knowledge

Knowledge of the gesture drawing process preferred but not mandatory

Other

Note: this is a C+ level position with a rate of \$15.00 hr. Must be able to work in 3 hour sessions.

Must be prompt, reliable, and able to hold poses for long periods of time. Must have a professional presence.

Position Number: 900243

Position Title: ART Printmaking Assistant

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Colin Boyd

Description: This job entails cleaning of large sinks used for the silk screen process, making sure all the supplies are stocked, organizing, keeping the two studios picked up and clean in general, occasional painting. Requires organizational skills, certain amount of physical strength and positive attitude, working with printmaking equipment. Background in printmaking or a willingness to learn.

Shifts are at least 2 hours long in order to get the work done. One shift would ideally be either a Monday or Tuesday night so that you can be around while class is in session and become familiar with the materials and equipment and the expectations of the Professor. The other shift(s) can be worked out between you and the Professor. Required a minimum of 6 hours/week.

Position Number: 900823

Position Title: ART Technician Assistant

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Colin Boyd

Description: Students in this position will be working in setting up the lab and monitoring open hours as well as working with students and faculty instructionally on the programs and equipment.

This position will require responsibility in establishing workflow standards for the lab, maintaining equipment, interacting with students and faculty as technical support in both software programs and equipment usage.

Studio Art Technician Assistant works under the supervision of the Studio Art Technician as needed in maintaining studios and studio equipment in the Johnson building. Up to 15 hours a week with a flexible schedule, but with a need to be available at certain regular 2-3 hour time periods throughout the week.

Experience

Some wood shop experience and experience installing artwork for exhibition desired.

Prior experience with 3-D printers and laser cutters required.

Knowledge

Knowledge of studio art materials and small tools

Other

Must be able to work independently at a brisk pace with minimal supervision. Must be able to lift 50 lbs.

Position Number: 900229

Position Title: Facilities Summer Worker

EDORDA: #N/A

Position Type: #N/A

Department: Facilities Services

Supervisor: Carol Quenneville

Description: Trying to find a way to stay on campus for Commencement? No place to go for a couple of weeks? Need extra money for your summer excursion? Looking for an experience of a life time? Join the fun. Get to know your custodians. Gain a new perspective. Be part of the team.

Your assistance is needed in preparing our campus for Commencement and Reunion.

Help clean rooms, make beds, organize spaces, and anything else that needs to be done.

Hours:

May 21-May 23, 8:00am-5:00pm

May 27-May 30, 7:00am-3:30pm

June 2-June 6, 7:00am-3:30pm

Position Number: 900644

Position Title: Summer RA Stipend (\$50 per pay period)

EDORDA: 314-3203-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Dee Gilbert

Description:

Position Number: 900223

Position Title: Tax Manager Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Controller's Office

Supervisor: Catherine Tobin

Description: Specific Responsibilities

- Scanning, Filing and Shredding of documents
- Assisting at tax workshops for Nonresident Alien students
- Assisting with updates to Tax Office website and PowerPoints related to workshops
- Assisting with processing of students in FNIS for summer term and other visitors throughout spring, summer
- Reporting to Catherine Tobin, Tax Manager

Qualifications

Basic computer skills are required. Basic Excel skills preferred. Web skills helpful but not necessary. Effectively communicate with students, staff and faculty. Commitment to acquiring knowledge of tax forms and related data. Attention to detail is essential. Must be detail-oriented and handle confidential material in a discreet manner.

Position Number: 900765

Position Title: EDST Teacher Ed After School Workshop Instructor

EDORDA: 311-2106-50200-10-000000-00000

Position Type: None

Department: Education Studies

Supervisor: Trish Dougherty

Description: Offer is contingent upon successful completion of a criminal background check.

Organize and conduct after school workshops, twice a week from 3:30-5:30.

Responsible for insuring safety and welfare of children in their care.

Responsible for making sure that they have all the components (snacks, art supplies, etc.) to make the workshop fun and successful.

Responsible for maintaining open and candid dialogue with parents as necessary.

Experience

Prior experience working with children preferred.

Knowledge

Enough knowledge about chosen topic to keep workshop engaging.

Position Number: 900504

Position Title: EDST Teacher Ed Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Education Studies

Supervisor: Trish Dougherty

Description: Responsibilities:

Works cooperatively with others and accepts direction from supervisor. Photocopying, cut & paste, student mailings, campus errands, special projects and library book orders. Some work in the Curriculum Materials Center. Organize grad school literature and bulletin boards. Perform other duties to assist the department coordinator as needed.

Knowledge/Skills :

Must be dependable, self-motivated individual who respects confidentiality. Positive attitude a big plus. Basic computer and office equipment skills helpful.

Position Number: 900754

Position Title: EDST Teacher Ed Program Intern

EDORDA: 311-2106-50200-10-000000-00000

Position Type: None

Department: Education Studies

Supervisor: Trish Dougherty

Description: The Programs Intern is an experienced Middlebury College student who serves as coordinator of the Twilight Hall After School Program. 2011 will be the pilot year of the After School Program, the goal of the program is to match up pairs of individual students or clubs to offer two-hour sessions twice a week for the elementary aged children of faculty and staff. Parents will pay a nominal fee for the sessions which will allow for the workshop instructors to be paid at the Level C rate. The key responsibilities of this position include:

☐ Phase One would start in late August creating an application process for students or groups to propose workshops, establishing ways of getting the word out to student groups, evaluating proposals,

interviewing instructor teams, putting together advertising for the approved workshops and enrolling families, approximately 60 hrs of work total

☑ Phase Two, 10/10-11/18, six weeks of about six hours per week, mostly being present while the session is running 36 hrs of work total

☑ Phase Three, 11/28-3/2, after the session ends they would evaluate the process, solicit new proposals if necessary, set up the instructors, advertise, enroll, etc. 30 hrs of work total

☑ The Second Session, 3/5-3/23 with a week off for the College break and then 4/2-4/20, six weeks of about six hours per week, mostly being present while the session is running 36 hrs of work total

Experience

The ideal candidate will have a demonstrated commitment to children. Excellent interpersonal, leadership and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; high level of motivation, ability to inspire others, and commitment to serving as a role model; previous student organization and leadership experience preferred.

Knowledge

Microsoft Word, Excel and familiarity with student organizations at Middlebury College.

Other

See rough schedule above, this is a year-long commitment with quiet times and busy times, we estimate about 160 hours over the course of the year. Other funding may be available if it proves necessary.

Position Number: 900286

Position Title: EDST Teacher Education Technical Support

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Education Studies

Supervisor: Claudia Cooper

Description: Responsibilities:

Assist faculty with developing course websites and other technical aspects of their teaching.

Position Number: 900827

Position Title: CHEM 0270 Teaching Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Molly Costanza-Robinson

Description: Responsibilities:

Assist Professor with teaching CHEM 0270: Environmental Science course. Assist students with performing lab experiments.

Experience Desired: Must have taken the course.

Position Number: 900044

Position Title: THEA Costume Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Carol Wood

Description: Works with the Costume Director and Associate Costume Director to construct and alter theatre costumes and accessories for departmental productions, helps maintain the costume collection, and assists with preparations and costume changes or special effects during the run of the shows as needed.

Some experience in hand sewing, machine sewing, crafts, fashion, or art, and interest in learning more about theatrical production. Driver's license useful but not necessary. Classes in costume design, scenic design, art history, or History of Western Dress helpful.

Special Instructions:

For Spring 2021, only currently enrolled Middlebury College (on-campus or virtual), studying from within the United States, students receiving financial aid may apply.

Position Number: 900046

Position Title: THEA Costume Loan Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Marcia Provoncha

Description:

Oversees loans of costumes from the costume collection in Wright Theatre for Theatre/Dance/& Film/Video student projects, other campus events, and selected community events.

Assists borrowers to select appropriate items for their projects.

Helps inventory and maintain the collection.

Knowledge of styles of period clothing and fashion required.

Must be able to work independently.

Position Number: 900488

Position Title: THEA Costume Technician

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Carol Wood

Description: Works with the Costume Director and Associate Costume Director. Demonstrates substantial hand or machine sewing skills or both, and is able to make most alterations to costumes. Able to use both commercial and shop-made patterns and has constructed garments with some supervision. Can assist in maintaining and adjusting machines including sergers, steamers, industrial irons, and industrial sewing machine.

Or, ability to update Costume Shop web site and experience with video production (i.e. filming, editing, posting). Still, an understanding of stage costume construction and use is key.

Special Instructions:

For Spring 2021, only currently enrolled Middlebury College students (on-campus or virtual), studying from within the United States, receiving financial aid may apply.

Position Number: 900047

Position Title: THEA Hairstylist

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Marcia Provoncha

Description: Works intensely before and during the run of faculty shows to design and implement hair and/or wig styles. Responsible for maintaining hairstyles of all actors during the show. This is a skilled part-time job, requiring three or more hours for each dress rehearsal and performance.

Position Number: 900048

Position Title: THEA Makeup Artist

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Theatre

Supervisor: Marcia Provoncha

Description:

Work intensely before and during the run of the show to design and implement makeup and special effects for each show.

Carry out or assists with special effects including blood, bruises, distressing, wetting, etc.

Education and Training Requires artistic ability

Position Number: 900188

Position Title: THEA Summer Costume Assistant

EDORDA: 311-2114-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Carol Wood

Description: * Assists with costuming approximately 10 - 12 shows over the six week Language School program

* Assists with costume alterations

* Assists with the transport of costumes from the CFA to Wright for the productions

Knowledge Desired:

Operating and basic knowledge of sewing machines and other applicable machinery and devices required. Basic hand sewing skills are required.

Position Number: 900410

Position Title: THEA Office Assistant

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Theatre

Supervisor: Sarah Kearns

Description: Responsibilities:

- Assists in all aspects of front-of-house for Faculty Shows and all aspects of student auditions (programs, posters, Facebook, promoting event, creating flyers, etc...)
- Copies and scan for faculty as needed, and other general office work duties such as filing
- Updates Theatre web site
- Posts calendars for students to sign up for theatre spaces over weekend
- Special projects

Position Number: 900187

Position Title: THEA Summer Production Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Allison Rimmer

Description: Responsibilities:

Assist in all areas of theatre production (except costumes) for Language School plays in Wright Theatre. Assist Language School plays in Seeler as time permits. Assist with theatre/shop maintenance as time permits.

Build scenery; source and pull props; hang and focus lights; sew; paint.

Support dress rehearsals and performances.

Experience:

Candidates will have worked at least one semester as Middlebury College Theatre Production Assistant, Dance Program Technical Assistant, or McCullough Technical Assistant, or equivalent in another undergraduate program.

Graduates of Addison Repertory Theatre program or equivalent considered with strong references.

Knowledge/Skills :

- Competency in scenery construction and lighting hang/focus.
- Ability to work on technical and creative projects requiring problem solving and creative thinking.
- Ability to do basic math.
- Ability to climb ladders, lift and carry items, and be generally physically mobile.
- Must be able to work independently and as part of a team.

Position Number: 900155

Position Title: THEA Production Assistant

EDORDA: 311-2150-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Allison Rimmer

Description: Assist in all areas of theatre production, except costumes.

This is a hands-on job. Candidates should have prior experience in some three-dimensional work—studio art; fixing things around the house; volunteering for Habitat for Humanity—that sort of thing.

This is a physically demanding job.

You must be able to work (2) weekday afternoons/week, from 1:30-5:00.

Position Number: 900172

Position Title: THEA Production Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Theatre

Supervisor: Allison Rimmer

Description: Responsibilities:

- Assist in all areas of theatre production, except costumes.
- Build scenery and properties; hang and focus lights; sew and paint
- Lead other students on projects

Knowledge/Skills:

- Competency in scenery construction and lighting hang/focus.
- Ability to work on technical and creative projects requiring problem solving and creative thinking.
- Ability to do basic math.
- Ability to climb ladders, lift and carry items, and be generally physically mobile.
- Must be able to work independently and as part of a team.

Position Number: 900207

Position Title: CHEM Research Assistant - Ames

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: William Ames

Description: Responsibilities:

Assist Prof. William Ames with his research.

Position Number: 900777

Position Title: CTRLR Tutor Trainee - FYS Mentor

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description:

Position Number: 900776

Position Title: CTLR Tutor Trainee - Quantitative & Language

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description:

Position Number: 900778

Position Title: CTLR Tutor Trainee - Writing

EDORDA: 311-2910-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Joann Brewer

Description:

Position Number: 900837

Position Title: Undergraduate Research Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Colleen Norden

Description: Responsibilities include assisting the coordinator of Fellowships and Undergraduate Research in the Center for Teaching, Learning, and Research. Duties include implementing student

targeted outreach for programming, particularly the Spring Student Symposium, tasks related to managing and tracking award funding, and other tasks as necessary.

Position Number: 900597

Position Title: Vermont Campus Compact Office Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amy McGlashan

Description: VCC is a statewide non-profit consortium of colleges and universities aiming to create a flourishing democracy. Based at Middlebury College, VCC is a fun and casual, yet busy office where staff provide training programs, resources, grants, and other services for faculty, students, community service directors, presidents, and others. VCC needs general office assistance and help with events logistics and preparation, and other coordination tasks. Web design and/or maintenance skills preferred, although not required.

Qualifications

The right candidate is a multi-tasker with organizational skills and attention to detail; a reliable and independent self-starter; and, someone who cares about the world in which they live. This person may be eligible to receive additional tuition assistance through our office.

This is a great opportunity for a student interested in learning more about non-profit programs and administration, higher education, student civic engagement and/or service/service-learning. VCC is located in the MarbleWorks Complex, a short walk or ride from campus.

Hours

Flexible; can be arranged around student's class schedule

Position Number: 900733

Position Title: Web Developer/Designer - New England Review

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Carolyn Kuebler

Description: New England Review is in the process of changing its website from Dreamweaver-based to Drupal. The new Drupal site will include everything on the current NER site, as well as new audio and video components and a complete archive of back issues. This job will include importing old and new data, tagging existing data, creating an archive, and possibly recording literary related stories to enhance the written content of the site. Must be able to work independently.

Experience

Website design experience required, preferably using the Drupal application.

Knowledge

Some background in literature or publishing desired.

Position Number: 900594

Position Title: Environmental Affairs Website Revision Assistant

EDORDA: 311-2906-50200-10-000000-80384

Position Type: None

Department: Environmental Affairs

Supervisor: John (Jack) Byrne

Description: Specific Responsibilities:

Assist staff in revision to structure and function of Environmental Affairs website.

Student must be skilled at gathering information and data from a variety of sources including paper, electronic files, and from staff and faculty. Skill in organizing a wide variety of information into logical and functional categories is also needed.

Knowledge and experience of the college's content management system is preferable but can be learned by someone with technical aptitude.

Position Number: 900715

Position Title: Weybridge Food Preservation Intern

EDORDA: #N/A

Position Type: #N/A

Department: Campus Services

Supervisor: Sophie Esser-Calvi

Description: Weybridge House is the Environmental Studies and Food Studies Interest House. We commit to eating an all-local diet with a few exceptions and we rely on our summer preservation intern to can and freeze our fruits and vegetables so that we have access to a balanced diet year round. The Preservation Internship is therefore key to our success in achieving our mission. The Interns will have the opportunity to experience preserving and freezing on a large scale and will understand firsthand the time and labor involved in eating a completely local diet in a cold climate. Specifically, the Preservation Interns will be responsible for freezing berries and vegetables, canning jams, salsas, and sauces, and purchasing dry goods and sweeteners for the house for the upcoming year. A knowledgeable and experienced community mentor will teach the interns hands-on preservation skills.

There are various options in how we can set up the internship, depending on your interest: it can be done as a Food Works internship (see [go/foodworks](#) for more information) or combined with work at the Middlebury College Organic Farm early in the season, or can be preservation full time all summer. We are hiring 2 interns to work for the entire summer and 1 extra intern for August, and have flexibility around start/end dates as well.

Position Number: 900699

Position Title: Willow Biomass Researcher

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Tom Corbin

Description:

Position Number: 900596

Position Title: Wireless Researcher

EDORDA: 311-6106-50200-10-000000-00000

Position Type: None

Department: President's Office

Supervisor: Dave Donahue

Description:

Position Number: 900749

Position Title: Wonnacott Peer Writing Tutor

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Wonnacott Peer Writing Tutors are outstanding student writers, typically nominated for their position by faculty members. These tutors are trained by the Writing Program to work with their peers on papers assigned across the disciplines. Training takes place over a series of six required sessions at the CTLR. Peer Writing Tutors are trained to provide "authorized aid" on papers.

Wonnacott Writing Tutors will offer drop-in tutoring hours for their peers at Wonnacott Commons several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations.

While the Writing Program will pay for the tutors' training hours, Wonnacott Commons will pay for the hours that tutors put into working their shifts at Wonnacott.

Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at Wonnacott Commons by filling out their log sheets and submitting them at the CTLR.

Position Number: 900521

Position Title: Atwater First Year Counselor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Atwater

Supervisor: Debbie Cousino

Description:

Position Number: 900523

Position Title: Brainerd First Year Counselor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Brainerd

Supervisor: Diane Burnham

Description:

Position Number: 900524

Position Title: Cook First Year Counselor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Cook

Supervisor: Linda Schiffer

Description:

Position Number: 900525

Position Title: Ross First Year Counselor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Ross

Supervisor: Tania Cantin

Description:

Position Number: 900526

Position Title: Wonnacott First Year Counselor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description:

Position Number: 900574

Position Title: Language TA stipend

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Dee Gilbert

Description:

Position Number: 900260

Position Title: AFC MILC Student Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Dean of the College

Supervisor: Roberto Lint Sagarena

Description: The Middlebury Intercultural Leaders Coalition (MILC) works together with the Anderson Freeman Resource Center to facilitate communication and cooperation between student cultural organizations, and offer programs to the campus. MILC works collaboratively to:

- Strengthen the cultural org cluster.
- Create greater autonomy with cultural organizations' finances.
- Provide liaisons that will work directly with SGA finance committee.
- Improve communication across organizations and boards.
- Facilitate collaborative events to build community.

- Provide opportunities for discourse on topics of diversity, social justice, inclusivity and culture.

Responsibilities:

Working with the Associate Director of the Anderson Freeman Resource Center and the AmeriCorps VISTA, this student will:

- Manage the leadership development and finances of 20 cultural student organizations and Continuing Initiatives and Programs;
- Work closely with group leaders, AFC staff, and students who are interested in diversity, inclusivity, social justice and cultural initiatives on campus.
- Manage the MILC Flex Fund review process, awarding and tracking.
- Organize and conduct yearly trainings and monthly meetings.
- Present an annual budget on behalf of the 20 cultural orgs to the SGA Finance Committee.
- Serve as a member of the AFC Student Staff.

Experience Desired:

- Demonstrated experience managing student org budgets.
- Excellent interpersonal and communication skills.
- Strong attention to detail.
- Ability to remain organized while balancing multiple priorities and tasks.
- Self-motivated and reliable.
- Ability to work independently and proactively on projects.
- Ability to work with a team and accept direction from supervisors.
- Previous experience in a leadership position in one of the cultural orgs.

Knowledge Desired:

- Basic computer skills, proficiency in MS Word, Excel, Outlook.
- Basic office skills – photocopying, filing, and answering phones.
- Understanding of the processes involved in student org leadership, management, and budgeting at Middlebury.

Other:

- Interest in cultural programming, diversity, inclusivity and social justice initiatives.
- Successful candidate cannot hold a current board position in a cultural org while working as the MILC Coordinator.

Position Number: 900440

Position Title: Atwater Residential Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Atwater

Supervisor: Deborah Cousino

Description:

Position Number: 900437

Position Title: Brainerd Residential Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Brainerd

Supervisor: Diane Burnham

Description:

Position Number: 900438

Position Title: Cook Residential Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Cook

Supervisor: Linda Schiffer

Description:

Position Number: 900442

Position Title: Ross Residential Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Ross

Supervisor: Taunia Cantin

Description:

Position Number: 900441

Position Title: Wonnacott Residential Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description:

Position Number: 900552

Position Title: WRMC Staff

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: David Kloepfer

Description:

Position Number: 900132

Position Title: Stacks Assistant, Main

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description: * Reshelves/files library materials and maintains library bookstacks to a high standard of order and tidiness. May be asked to assist with "hands-on-materials" support to Interlibrary Loan, Reserves and Circulation work groups.

* You should plan to commit 8-12 hours per week, and you need to be available to work mornings, or early afternoons, starting no later than 1:00pm.

* Regular duties include reshelving, shelfreading, dusting, culling materials in need of repair or reclassification, reporting problems related to the library environment and physical plant, eg lighting, water incursion, damaged furnishings.

* Other tasks may include general cleaning; relocation of books and furniture, assembly and disassembly of shelving; measurement and survey projects as required for planning; inter-branch light delivery; clearing public spaces and sorting/organizing collected library materials.

* Must become familiar with the technical aspects of a variety of shelving classifications and filing protocols as they apply to multiple library collections in a significant number of formats and languages.

Education & Training

* Training provided. Position calls for a capacity for independent work, sound judgement with respect to time management, attention to detail, accuracy and commitment to maintaining a first-class research resource.

* Independent, able to work effectively with minimal supervision.

* Flexibility to work in other branch or department when necessary.

* Ability to tolerate daily task repetition. Some moderate lifting may be required, and applicants should be tolerant of dust and common household cleaning products.

* Attention to detail and accuracy required.

* Flexible schedule, must be available weekday mornings & early afternoon.

* Commitment to schedule required. Applicant must agree to maintain work schedule through the hire period.

Experience

None required, prior library experience highly desirable. Some ability to distinguish and function in otherwise unfamiliar languages helpful.

Position Number: 900444

Position Title: Media Services Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description: Assist Media Services staff in a variety of duties, including equipment maintenance, video and audio taping a variety of events, assist with setting up projection equipment, moving and setting up audiovisual equipment, and sound system set up and operation.

The student must be able to work independently, be dependable, and exhibit attention to detail.

Will include some late afternoon, evening and weekend hours.

Position Number: 900314

Position Title: Lift Operator

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description: * Checks ski lift daily to ensure good working condition; reports any special needs to maintenance.

* Regulates skiers entering lift, following proper safety procedures.

Observes lift unload area for skiers leaving lift.

* Completes appropriate paperwork daily.

* Clears snow to enable lift operation.

Position Number: 900855

Position Title: ITS Computer Security Analyst

EDORDA: 311-6107-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Ian Burke

Description: Offer is contingent upon successful completion of a criminal background check. Offer is also contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Responsibilities

Assist with resolving client side virus issues as identified in Sophos Enterprise Manager. Assist with information security education efforts addressing staff, faculty and students. Assist with auditing and analysis efforts of data identified across security devices and log services as appropriate. Assist resolving assigned Web Helpdesk tickets. Assist in the reduction and mitigation of phishing attacks across the College. Other responsibilities as necessary to support the security objectives of Middlebury College.

Experience

Experience working with both Windows and Macintosh computers.

Knowledge

Knowledge of networks and network protocols a strong plus.

Other

Strong ethical background and understanding of privacy and confidentiality issues.

Position Number: 900861

Position Title: Residential Life Intern

EDORDA: 314-1402-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Doug Adams

Description: Responsibilities:

Working with the office of the Dean of Students, the Residential Life Intern will assist in office functions, social media creation and management, data collection and analysis, publication review and creation, marketing assistance, and special projects. The RLI will also update the Res Life website

Experience Desired:

A successful candidate will be active, possess a positive demeanor and have excellent interpersonal skills along with a creative energy. Rising Senior status preferred. Prior Residential Life or other student leadership experience preferred. An interest in a career in Student Affairs/Residential Life a plus

Knowledge Desired:

Social media experience a must. Basic knowledge of MS Office (Word, Excel). Knowledge of Drupal and a willingness to learn about Drupal forms.

Position Number: 900862

Position Title: Athletics Communications Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Alexis Paquette

Description: Primary Purpose Coordination of statistical data gathering for athletic events, including the scheduling and management of student statisticians, researching and updating the archives, and maintaining the Athletic website. Preparation of programs and information for the media regarding all College athletic events. Responsibilities • Provides assistance in maintaining Athletics website • Assists in the collection of game statistics by coordinating schedules of Communications Statisticians, collecting the data, researching and updating the archives, and assisting with communications to media. • Preparation of game programs, including gathering rosters, statistics and any other information pertinent to that particular contest • Scans photos and other documents • Runs errands on campus or around the Athletics complex Knowledge Background and solid knowledge of several sports is a must. Prior knowledge playing or keeping the book/stats for sports such as field hockey, soccer, volleyball, basketball, hockey, lacrosse, baseball/softball is helpful.

Position Number:

Position Title: 900863

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900863

Position Title: Admissions Assistant - Skilled

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Kim Cook

Description: Primary responsibilities include: processing postal mail and fax documents to be accurately transferred into Nolij and working with International applicants' documentation and questions. Duties include: scanning documents within the specified profiles for effective retrieval by multiple offices on campus; assigning correct document type by following Admissions guidelines and standards for document imaging; regular checking on scanning profiles with images and consistently verifying image clarity and properties to ensure standards are kept; data entry of documents of applications in regards to receive date on checklist in INB Banner; responding to International e-mails regarding standardized tests, IB questions and other assorted inquiries; assist when necessary the file transition of International correspondences to Nolij. Back-up for general phones and e-mail. Qualifications The position requires attention to detail, the ability to focus on the task, accuracy, reliability, good phone skills, ability to take direction well and work with minimal supervision. Accuracy is especially important. Confidentiality with sensitive and personal information a must. Computer experience: Word and Excel (necessary), PC platform preferable, and experience with databases helpful. Experience Desired: previous work in Admissions office preferable. Knowledge Desired: Banner INB, Nolij, document imaging and proper writing skills. Other: Good phone skills and strong organizational abilities.

Position Number: 900864

Position Title: Athletics Spin Room Monitor

EDORDA: 311-2504-50200-10-207023-00000

Position Type: None

Department: Athletics

Supervisor: Franklin Dean-Farrar

Description: Primary Purpose

Monitor activities and provide needed assistance in the Spin Room.

Responsibilities

Oversee the spin room during shift.

Some cleaning and use of cleaning supplies.

Clear communication with patrons.

Experience

Training will be provided; no experience necessary.

Other

An interest in cycling is helpful, but not required. Must be punctual.

Position Number: 900866

Position Title: PSYC 0312 Project Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Suzanne Gurland

Description: Liaison with families participating in play lab sessions; coordinate these families' visits; arrange for transportation and parking passes as needed; provide developmentally-sensitive assistance and "hosting" to families as needed; responsibly and confidentially handle sensitive information regarding participating children's emotional and developmental needs, food allergies, or other special considerations.

Position Number: 900867

Position Title: NSF Research Asst - Amidon

EDORDA: 311-2115-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: Will Amidon

Description: Responsibilities: Managing sample processing for our NSF-funded Argentina project.

Experience Desired: Geology major, previously trained in quartz purification

Knowledge Desired: Familiar with goals of project and methodologies of quartz preparation.

Position Number: 900875

Position Title: ECON Office Assistant - Skilled

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Amy Holbrook

Description: Responsibilities:

Work closely with Academic Coordinator to provide administrative support for the Economics Department. Assist with daily operation of Economics Department. Work independently on special

projects; assist with organization of department files; assist with web updates; create and update documents in word and excel; proof documents for both accuracy and consistency and edit as necessary; order office supplies; provide additional office support including data entry, filing, photocopying, scanning, sorting mail, on-campus errands, organizing office resources, and shredding, other duties as assigned. Professionalism is necessary for interacting with other offices on campus.

Experience Desired:

Ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; attention to detail, organizational skills, confidentiality, reliability and good communication skills are essential; demonstrated strong computer skills are required, especially in Word, Excel and Outlook; Prior experience with the college's web content management system helpful.

Knowledge Desired:

Must have excellent attention to detail, project management skills and strong computer skills. Must be able to work independently and be able to maintain confidentiality.

Due to potential contact of confidential materials, this position is not open to students who are majoring in or planning to major in ECON, IPEC, ESEC, and ESEP.

Position Number: 900876

Position Title: FREN Translator

EDORDA: #N/A

Position Type: #N/A

Department: French

Supervisor:

Description: Responsibilities:

Translation of documents from French to English relating to the government health system in Rwanda

Experience Desired: Translation experience a plus interest in health issues a plus

Knowledge Desired: Fluency in French essential

Position Number: 900877

Position Title: SOAN Graphic Designer

EDORDA: 311-2901-50200-10-630086-11375

Position Type: None

Department: Sociology

Supervisor: Svea Closser

Description: Responsibilities: Assist in developing an attractive report on research findings using InDesign

Experience Desired: Experience with InDesign essential

Knowledge Desired: Interest in health or development issues a plus

Position Number: 900878

Position Title: CHEM Research Asst - Larrabee

EDORDA: 311-2110-50200-10-510011-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Jim Larrabee

Description: Assist Professor Jim Larrabee with his inorganic chemical research.

Position Number: 900865

Position Title: NIH Research Asst - Spritzer

EDORDA: 311-2911-50200-10-000000-11341

Position Type: None

Department: Biology

Supervisor: Mark Spritzer

Description:

Position Number: 900868

Position Title: FRAF Research Asst - Schmitt

EDORDA: #N/A

Position Type: #N/A

Department: Mathematics

Supervisor: John Schmitt

Description:

Position Number:

Position Title: 900869

EDORDA: 311-2911-50200-10-000000-11265

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900869

Position Title: FRAF Research Asst - Armanios

EDORDA: #N/A

Position Type: #N/A

Department: History

Supervisor: Febe Armanios

Description:

Position Number: 900870

Position Title: FRAF Research Asst - DeSimone

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Susan DeSimone

Description:

Position Number: 900871

Position Title: FRAF Research Asst - Reed

EDORDA: 311-2911-50200-10-000000-12921

Position Type: None

Department: Chinese

Supervisor: Carrie Reed

Description:

Position Number: 900872

Position Title: ENAM FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-11457

Position Type: None

Department: English & American Literatures

Supervisor: Brett Millier

Description: Responsibilities: The Research Assistant will assist faculty in the English and American Literature's department with multiple research projects. Responsibilities will include scanning, photocopying, assisting with manuscripts, and research.

Position Number: 900873

Position Title: UCRF Research Asst - Myers

EDORDA: 311-2911-50200-10-000000-11341

Position Type: None

Department: Economics

Supervisor: Caitlin Myers

Description:

Position Number: 900874

Position Title: UCRF Research Asst - Schmitt

EDORDA: 311-2911-50200-10-000000-11595

Position Type: None

Department: Mathematics

Supervisor: John Schmitt

Description:

Position Number: 900879

Position Title: UCRF Research Asst - Yuen

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 900880

Position Title: FRAF Research Asst - Beyer

EDORDA: 311-2102-50200-10-000000-00000

Position Type: None

Department: Russian

Supervisor: Tom Beyer

Description:

Position Number: 900884

Position Title: Dance Technical Director

EDORDA: 311-2911-50200-10-000000-11251

Position Type: None

Department: Dance

Supervisor: Mike Abbatiello

Description: Responsibilities • Assist supervisor with a variety of planning and production responsibilities: o scheduling of technical student staff for dance program events. o Serve as trainer and mentor for student production assistants. o Act as “second” certified Crowd Manager when present at an event o Assist with maintenance of lighting, sound, video and other equipment. o Assist supervisor with ordering and inventory management. • Serve as TD or assistant TD for specific dance program events. Includes: o Coordination with event planners, and supervision of other student technicians. o Set up sound system, AV, and/or light board for dance program events in several campus venues, mostly the Mahaney Center Dance theatre, but also outdoors, Bicentennial Hall, Chateau, Mead Chapel, or McCullough. o Operate lighting, sound, AV and assistive equipment during events. o Break down equipment and store securely after the event. o Assist with event preparation –set-up, break-down – as necessary. o Refocus lights for special events when necessary. o Responsible for the proper handling of

light board, sound board, spotlights instruments, and other equipment. o Advise supervisor of problems, concerns, damage. Experience • Experience with lighting, sound and AV equipment, and support for live performances required. • Ability to work independently and take initiative. • Demonstrated supervisory or leadership ability. • Ability to lift and move/carry 50lbs. • Be a student in good standing at the College. • Completed at least one academic year at Middlebury College • Ability to work with people of diverse backgrounds, and communicate clearly. • Ability to complete Crowd Management training. • Ability to obtain college vehicle license

Position Number: 900882

Position Title: FRAF Research Asst - Essig

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Sociology

Supervisor: Laurie Essig

Description:

Position Number: 900883

Position Title: UCRF Research Asst - Bleich

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 900852

Position Title: Yourfarmstand.com Market Coordinator

EDORDA: 314-1101-50200-10-206223-10828

Position Type: None

Department: Campus Activities & Leadership

Supervisor: Sophie Esser Calvi

Description: Interested in local food? Get to know local producers by working as the coordinator for yourfarmstand.com. This position requires approximately 5 hours a week. You must be available on Tuesdays from 1:30-5:30pm to manage the market which takes place in the MCFA cafe. The position involves developing and managing relationships with food suppliers, email correspondence and direct communication with customers, market order tracking and on-campus delivery supervision. You will also be responsible for marketing and maintaining appropriate web links and communication initiatives.

Experience/Knowledge Desired: Strong Organizational skills, ability to work independently, website editing and social media capabilities.

Position Number: 900853

Position Title: JusTalks Coordinator

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Dean of the College

Supervisor: Renee Wells

Description: Essential Functions:

Compiles benchmarking data from other institutions of higher education related to peer education programs

Does ongoing research to identify training resources and activities that can be used for peer education

Reviews academic literature on social justice pedagogy to identify content for J-Term course

Recruits new peer education facilitators for the J-Term course

Collaborates with campus partners to coordinate peer education workshops for students

Manages scheduling and logistics for peer education workshops

Compiles peer education workshop assessment data

Drafts annual assessment report for JusTalks peer education program

General Responsibilities:

Social Justice Peer Education Benchmarking

The JusTalks Coordinator will do benchmarking research on both the peer education workshops offered at other colleges and the facilitator training provided to peer educators at other colleges. This research will be used to enhance the JusTalks program infrastructure on an ongoing basis.

Research Support for Curriculum Development

JusTalks peer education facilitators will meet twice a month to work on developing workshop curricula. As the peer education facilitators identify topics they would like to focus on for their workshops, the JusTalks Coordinator will provide support by doing research to identify existing training resources and compile existing activities.

Research Support for J-Term Course Development

The JusTalks Coordinator will provide research support to identify articles and resources related to social justice pedagogy and facilitation techniques that will be used to develop the curriculum for the J-Term course that JusTalks peer education facilitators are required to take.

Campus Outreach to Recruit JusTalks Peer Education Facilitators

Each fall, the JusTalks Coordinator will manage the process of recruiting students to sign up for the J-Term JusTalks course and to serve as J-Term peer education facilitators.

Campus Outreach to Promote JusTalks

Beginning in the Spring 2020 semester, JusTalks will offer ongoing peer education workshops for students on campus. The JusTalks Coordinator will do outreach to key areas (Res Life, Athletics, Student Activities/Student Orgs, Center for Community Engagement, Privilege & Poverty Program, etc.) to invite campus partners to host JusTalks workshops for their students.

Logistics Management for JusTalks Workshops

As campus partners request JusTalks workshops, the JusTalks Coordinator will be responsible for managing logistics (room reservations, training supplies, coordinating with facilitators to assign workshops based on interest and availability, etc.).

Assessment Management for JusTalks Workshops

Every JusTalks workshop will have its own individual assessment survey, and all workshops will be assessed at the end of the session. The JusTalks Coordinator is responsible for ensuring assessments are prepped prior to each workshop and that assessment data is compiled afterwards. The student coordinator will also create a cumulative assessment report at the end of the spring semester that includes data for all JusTalks workshops.

Knowledge, Skills and Abilities:

Nuanced understanding of systems of oppression (racism, classism, ableism, heterosexism, etc.)

Nuanced understanding of the interpersonal, institutional and cultural barriers experienced by members of historically underrepresented communities

Critical awareness of facilitation techniques such that potential training resources can be evaluated for relevance and effectiveness

Ability to use 25 Live to manage room scheduling

Ability to collaborate with campus partners to identify common goals and plan events designed to meet those goals

Ability to do general research (data gathering and comparison)

Ability to do specialized research (literature review of academic articles)

Ability to analyze and report out on assessment data

Experience:

Applicants must have previously served as a JusTalks peer education facilitator to be eligible for this position

Position Number: 900854

Position Title: McCullough Tech Assistant, Summer

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Sam Hurlburt

Description: Responsibilities:

Set up sound system and/or light board for dances, concerts, plays, etc. in the McCullough Social Hall and at Crossroads Cafe during Summer Language School. Operate lighting and/or sound systems during events. Break down equipment after the event. Refocus lights for special events when necessary. Act as liaison with bands and performers who bring their own equipment. Occasionally assist with technical support for events in other venues. Responsible for the proper maintenance and handling of light board, sound board, spotlights instruments, and other equipment. Advise McCullough building staff of problems, concerns, damage. Act as a resource person for technical sound and lighting questions.

Experience Desired:

Interest in sound, lighting and technical support elements of McCullough Student Center operations. Experience with lighting and/or sound equipment preferred.

Position Number: 900856

Position Title: Atwater Community Advisor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Atwater

Supervisor: Deborah Cousino

Description:

Position Number: 900857

Position Title: Brainerd Community Advisor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Brainerd

Supervisor: Diane Burnham

Description:

Position Number: 900585

Position Title: Community Advisor - Cook

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Linda Schiffer

Description:

Position Number: 900859

Position Title: Ross Community Advisor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Ross

Supervisor: Taunia Cantin

Description:

Position Number: 900860

Position Title: Wonnacott Community Advisor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description:

Position Number: 900881

Position Title: ECON Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Amy Holbrook

Description:

Position Number: 900885

Position Title: NSF Migr. Research Asst - Nelson

EDORDA: 311-2911-50200-10-000000-11171

Position Type: None

Department: Geography

Supervisor: Peter Nelson

Description:

Position Number: 900886

Position Title: CHEM Research Asst - Byers

EDORDA: 311-2911-50200-10-000000-11138

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Jeff Byers

Description:

Position Number: 900887

Position Title: FRAF Research Asst - Amidon

EDORDA: #N/A

Position Type: #N/A

Department: Geology

Supervisor: Will Amidon

Description:

Position Number: 900858

Position Title: Cook Community Advisor

EDORDA: 311-2902-50200-10-210463-11144

Position Type: None

Department: Commons Office - Cook

Supervisor: Linda Schiffer

Description:

Position Number: 900888

Position Title: PSYC Research Asst - Arndt

EDORDA: 311-2911-50200-10-000000-13395

Position Type: None

Department: Psychology

Supervisor: Jason Arndt

Description:

Position Number: 900815

Position Title: GSFS FRAF Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Women's and Gender Studies

Supervisor: Susan Perkins

Description:

Position Number: 900816

Position Title: FRAF Research Asst - Advanced

EDORDA: 311-2911-50200-10-000000-13021

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description:

Position Number: 900818

Position Title: FRAF Research Asst - McCallum

EDORDA: 311-2802-50200-10-630035-11312

Position Type: None

Department: Sociology

Supervisor: Jamie McCallum

Description:

Position Number: 900821

Position Title: RELI Research Asst - Davis

EDORDA: #N/A

Position Type: #N/A

Department: Religion

Supervisor: James Davis

Description:

Position Number: 900889

Position Title: CHEM Research Asst - Sandwick

EDORDA: 311-2911-50200-10-000000-11560

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Roger Sandwick

Description:

Position Number: 900991

Position Title: FRAF Research Asst - Tan

EDORDA: 311-2911-50200-10-000000-11425

Position Type: None

Department: Music

Supervisor: Su Lian Tan

Description:

Position Number: 900992

Position Title: UCRF Research Asst - Woodruff

EDORDA: 311-2117-50200-10-000000-00000

Position Type: None

Department: Philosophy

Supervisor: Martha Woodruff

Description:

Position Number: 900993

Position Title: ART Painting Studio TA

EDORDA: #N/A

Position Type: #N/A

Department: Studio Art

Supervisor: Colin Boyd

Description: This job involves working during class time with the painting Prof. You will be asked to perform a variety of jobs: cleaning brushes, organizing studio space, moving heavy objects, using woodworking machines to build simple objects. you will also need to know how to print on the plotter in the library. Run errands.

Position Number: 900994

Position Title: UCRF Research Asst - Isham

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Jon Isham

Description:

Position Number: 900995

Position Title: FRAF Research Asst - Isham

EDORDA: 311-2911-50200-10-000000-11173

Position Type: None

Department: Economics

Supervisor: Jon Isham

Description:

Position Number: 900996

Position Title: FRAF Research Asst - Callanan

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Keegan Callanan

Description:

Position Number: 900997

Position Title: FRAF Research Asst - Thomas

EDORDA: 311-2911-50200-10-000000-11254

Position Type: None

Department: International and Global Studies

Supervisor: Jamie Thomas

Description:

Position Number: 900998

Position Title: UCRF Research Asst - Faraone

EDORDA: #N/A

Position Type: #N/A

Department: Theatre

Supervisor: Cheryl Faraone

Description:

Position Number: 901000

Position Title: 51 Main Technical Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of the College

Supervisor: Jennifer Herrera

Description: Responsibilities:

- Set up sound system and/or lights for dances, concerts, performances, etc. at 51 Main.
- Operate lighting and/or sound systems during events.
- Break down equipment after the event.
- Refocus lights for special events when necessary.
- Act as liaison with bands and performers who bring their own equipment.

- Responsible for the proper maintenance and handling of light board, sound board, spotlights instruments, and other equipment. Advise 51 Main programming director of problems, concerns, damage.
- Act as a resource person for technical sound and lighting questions.

Experience Desired:

Interest in sound, lighting and technical support elements of 51 Main. Experience with lighting and/or sound equipment preferred.

Position Number: 901001

Position Title: GEOL NSF Research Asst

EDORDA: 311-2136-50200-10-630063-11512

Position Type: None

Department: Geology

Supervisor: Eileen Brunetto

Description:

Position Number: 900999

Position Title: RELI Research Asst -Schine

EDORDA: #N/A

Position Type: #N/A

Department: Religion

Supervisor: Robert Schine

Description:

Position Number: 901002

Position Title: HEBM Language Tables Assistant

EDORDA: 311-2911-50200-10-000000-11488

Position Type: None

Department: Geography

Supervisor: Tamar Mayer

Description: Responsibilities: Attend and assist during Modern Hebrew language tables.

Position Number: 901003

Position Title: FRAF Research Asst - Saldarriaga

EDORDA: 311-2911-50200-10-000000-13025

Position Type: None

Department: Spanish and Portuguese

Supervisor: Patricia Saldarriaga

Description:

Position Number: 901004

Position Title: FRAF Research Asst - George

EDORDA: 311-2911-50200-10-000000-11518

Position Type: None

Department: Political Science

Supervisor: Kemi George

Description:

Position Number: 901005

Position Title: FRAF Research Asst - Burch

EDORDA: 311-6108-50200-10-610690-00000

Position Type: None

Department: American Studies

Supervisor: Susan Burch

Description:

Position Number: 900084

Position Title: Gamut Room Manager

EDORDA: 311-2503-50200-10-000000-10970

Position Type: None

Department: Commons Office - Wonnacott

Supervisor: MariAnn Osborne

Description: Job Description (including responsibilities and general requirements)

The objective of the Gamut Room operation is to provide a warm, congenial nonsmoking gathering place for students where they can meet for conversation and good food, with occasional quiet entertainment.

Duties include:

- 1) Maintain the facility - clean dishes and food storage, tidy the main room, and continually support the location as a nonsmoking environment.
- 2) Order baked goods from outside suppliers; establish delivery or pickup system. Order from Food Services: coffee, cider, hot chocolate, tea, etc. Order from outside suppliers: special teas and coffees.
- 3) Order supplies from Food Services as needed: plastic silverware, mugs, napkins, tablecloths, etc.
- 4) Hire and train staff in the collection of income including the use of the card reader and cash box. Review serving procedures and food storage. Set up schedule for student workers each semester.
- 5) Arrange funding through Finance Committee and schedule occasional performers or films; advertise with posters, flyers, This Week at Middlebury notice.
- 6) Deposit receipts weekly - Check cash box at Security regularly to keep cash to a minimum needed for change. Post funds that have been collected in the card reader. Monitor the cash receipts.
- 7) Divide responsibilities of the two managers. One manager, only, will do ordering from Food Services. The other manager will sign and process payroll cards for all employees, will be responsible for depositing receipts at the cashier's office, will submit weekly reports on income from the card reader and will monitor monthly printouts against proposed budget. Deposits are made to account 99-055.
- 8) Formulate a budget for the following year with the assistance of the C-CAL staff. Gain funding through Finance Committee.

Position Number: 901006

Position Title: MiddCORE Intern SNC

EDORDA: 311-2911-50200-10-000000-14888

Position Type: None

Department:

Supervisor: Heather Neuwirth

Description: Responsibilities:

Assist course faculty and mentors with preparations and/or research related to MiddCORE and its multiple course offerings, as assigned.

Experience & Knowledge Desired:

Must have completed and be experienced, knowledgeable and supportive of MiddCORE and its unique curriculum focus and technique.

Position Number: 901007

Position Title: UCRF Research Asst - Veikley

EDORDA: 311-2902-50200-10-206333-11555

Position Type: None

Department: Theatre

Supervisor: Mira Veikley

Description: Project entitled "Middlebury College Antique Clothing Collection".

Position Number: 901008

Position Title: PSCI Research/Teaching Asst - Stroup

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Sarah Stroup

Description:

Position Number: 900502

Position Title: Dining Environmental Marketing Asst.

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Bo Cleveland

Description: Responsibilities:

Weekly updates of the local ingredients within the dining menus. Making connections with some of the farmers and writing about them in a monthly or bi-monthly newsletter for environmental initiatives. Updating and re-creating the local portion of the dining website as it relates to the local initiatives and subject matter.

Experience Desired:

Ability to *write clearly, *converse with a varied cross section of producers *be organized and deadline driven *understand web design *understand GIS/mapping

Knowledge Desired:

Understanding of the environmental initiatives of the college and dining and be able to relate these stories/issues to the student body. Understanding web design/functionality.

Other:

Should be excited about our food and ready to explore where it comes from in our area!

Position Number: 901009

Position Title: CSE Research Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

The MCSE has begun to consider questions of how to evaluate social entrepreneurship initiatives. In this assessment project, the 'systematic case review method' will be applied to convert the qualitative evaluations of Davis Projects for Peace to variable that can then be evaluated statistically. Two coders will be responsible for separately answering a series of questions about each individual Davis Project for Peace based on information available in the project proposal and the project reflections. Responsibilities

include completing questionnaires for the 100 Davis Projects for Peace based on project proposals and reports.

Experience Desired:

The positions requires an individual who is diligent, thorough, focused and attentive, level-headed and rational. They must have solid reading comprehension skills.

Knowledge Desired:

Interest in social entrepreneurship, non profits, and social work is a plus, but not required.

Other:

To apply for this position, please send a resume and brief description of interested to Jaya Ghosh at sghosh@middlebury.edu by Friday, January 11, 2013 by 5:00 p.m.

Position Number:

Position Title: Research Assistant in Social Entrepreneurship

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description:

Position Number:

Position Title: Transition Suite Monitor

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description:

Position Number: 901012

Position Title: Transition Suite Monitor

EDORDA: #N/A

Position Type: #N/A

Department: Parton Center for Health and Wellness

Supervisor: Augustus Jordan

Description: Responsibilities:

The Transition Suite Monitor will be responsible for overseeing: A student who is transitioning to parental oversight and parents have not arrived. A student who is transitioning back to College housing following short-term hospitalization or other medical or mental health intervention but the housing context is not yet suitable for return. A student whose final disposition with respect to the College or College housing that has not yet been determined.

Experience Desired: Certified Student EMT

Knowledge Desired:

Student monitors (e.g., student EMTs) will receive an orientation session, a review session each semester, and additional training on special topics as appropriate. Training will include: A review of the kinds of mental health issues a student may be experiencing. A review of situations and student behaviors that signal a need to call for assistance from deans, counselors, public safety or others. A review of expectations of the monitor. Probable hours of oversight. Resources available to both student and monitor. How to recognize a medical and mental health issue that a student may be actively experiencing. When to call for help. Who to call for help.

Position Number: 901011

Position Title: Chemistry Teaching Assistant (CHEM 101)

EDORDA: 311-2133-50200-10-510055-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Judy Mayer

Description: Assist professor in setting up lab experiments for CHEM 0101: World of Chemistry, preparing all the chemicals and supplies needed to perform experiments each week, and then assist students in carrying out the experiments.

Position Number: 901010

Position Title: NSF Research Asst - Watson

EDORDA: 311-6104-50200-10-000000-13598

Position Type: None

Department: Physics

Supervisor: Susan Watson

Description:

Position Number: 901013

Position Title: Cook Peer Writing Tutor

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Cook Writing Tutors will offer drop-in tutoring hours for their peers at Cook Commons several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations. Cook Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at Cook Commons by filling out their log sheets and submitting them at the CTLR on the dates agreed upon.

Position Number: 901014

Position Title: NIH Research Asst - McCauley

EDORDA: 311-2135-50200-10-510018-00000

Position Type: None

Department: Psychology

Supervisor: Michelle McCauley

Description:

Position Number: 901016

Position Title: NIH Research Asst - Kimble

EDORDA: 311-2911-50200-10-000000-11116

Position Type: None

Department: Psychology

Supervisor: Matthew Kimble

Description:

Position Number: 901017

Position Title: FRAF Research Asst - Abbott

EDORDA: 314-3002-50200-10-000000-00000

Position Type: None

Department: Mathematics

Supervisor: Steve Abbott

Description:

Position Number: 901018

Position Title: PS Midd Rides High Volume Dispatcher

EDORDA: #N/A

Position Type: #N/A

Department: Public Safety

Supervisor: Daniel Gaiotti

Description: * Answers Midd Rides Phone Line during periods of high call volume

* Dispatch Midd Rides Van

* Records all calls of passenger pick ups, destinations and number of passengers in dispatcher log book

* Makes sure that Vehicle Inspection sheets and driver's logs are turned in at end of each shift and filed in log books

* Sets the phone to voice mail at end of Midd Rides Shift

* Assist with other office duties if asked by dispatch

Qualifications

* Good telephone skills. Ability to answer multiple calls, utilize the hold and transfer features of the phone.

* Good radio communication skills.

* Knowledge of the College's rules & regulations and Department of Public Safety policies.

* Must be positive in interactions with public.

Hours

* Fridays and Saturdays from 8:00 PM to 2:30 AM.

Position Number: 901019

Position Title: NSF Research Asst - Grasswick

EDORDA: 311-2911-50200-10-000000-11305

Position Type: None

Department: Philosophy

Supervisor: Heidi Grasswick

Description: Responsibilities:

The research assistant will perform literature searches on topics related to public trust in science and philosophical assessments of expertise. They will at times prepare annotated bibliographies and may be asked to write summaries of particular areas of study. They will also assist in some editorial work. Possibility for work to extend through summer 2013 and Fall 2013.

Experience Desired:

-familiarity with humanities and social science data bases

-strong research and writing skills are a requirement

-an ability to work independently and meet deadlines throughout the term is extremely important

-confidence in interdisciplinary research

-an interest and background in either philosophy of science, the natural sciences, or science studies (sociology of science) is an asset (as is PHIL0214)

Position Number: 901015

Position Title: FRAF Research Asst - Barrows

EDORDA: 311-2902-50200-10-630008-00000

Position Type: None

Department: History

Supervisor: Ian Barrow

Description:

Position Number: 901020

Position Title: LPDF Research Asst - Morsman

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: Amy Morsman

Description:

Position Number: 901021

Position Title: FMMC Equipment Room Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Responsibilities:

Works cooperatively with staff and faculty of the Film and Media Culture Department. Accepts direction from the Media Production Specialist and the Chair of the Film and Media Culture Department. Staffs the equipment window during open equipment office hours utilizing lending management software to check equipment in and out to students enrolled in production courses. Ensures that batteries are charged, media is formatted, equipment is clean, settings match established defaults, reservations are prepared, kits are complete, and inventory records are accurate.

Experience Desired:

Successful completion of Sight and Sound I or equivalent Film and Media Culture production class.

Knowledge Desired:

Must be familiar with film equipment including video cameras, audio recorders, lighting, grip, etc. Must be familiar with video editing software and creative software.

Other: Must be able to lift 50lbs.

Position Number: 901024

Position Title: Advanced Research Asst - Schine

EDORDA: 311-2911-50200-10-000000-11183

Position Type: None

Department: Religion

Supervisor: Robert Schine

Description: Responsibilities:

1. Research assistance for
 - a) research on the history of Hebrew language
 - b) for development of my new course "Cultures of the Jews".
2. Website development for course website.

Experience Desired:

The position requires

- a) high proficiency in Hebrew
- b) a strong background in Jewish studies
- c) facility with Moodle.

Position Number: 901023

Position Title: FRAF Research Asst - Combelles

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Catherine Combelles

Description:

Position Number: 901022

Position Title: PTP/NYC Tech Assistant

EDORDA: 311-2901-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Cheryl Burnham

Description:

Position Number: 901031

Position Title: Academic Digital Signage Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Academic Affairs

Supervisor: Charlene Barrett

Description: Responsibilities:

Research, create and maintain digital content for informational sign in Axinn Center. Assist with other projects as needed.

Experience Desired:

Using PowerPoint at an intermediate to advanced level (including slide resolution manipulation, photo sizing, transitions).

Knowledge Desired:

Proficiency in PowerPoint required. Proofreading skills and attention to detail required. Familiarity with photo editing software desired, but not required. Graphic design knowledge and training desired, but not required. Ability to accept direction from a supervisor, work independently, and adhere to deadlines. Excellent oral and written communication skills.

Position Number: 901025

Position Title: FRAF Research Asst - Han

EDORDA: 311-2911-50200-10-000000-11397

Position Type: None

Department: Sociology

Supervisor: Chong-suk Han

Description:

Position Number: 901026

Position Title: FRAF Research Asst - Maluccio

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Economics

Supervisor: John Maluccio

Description:

Position Number: 901027

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2911-50200-10-000000-12954

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description: Project entitled "Media Portrayals of Minorities".

Position Number: 901028

Position Title: UCRF Research Asst - Thomas

EDORDA: #N/A

Position Type: #N/A

Department: International and Global Studies

Supervisor: Jamie Thomas

Description:

Position Number: 901029

Position Title: UCRF Research Asst - Beyer

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Russian

Supervisor: Tom Beyer

Description:

Position Number: 901030

Position Title: FRAF Research Asst - Star

EDORDA: 314-5302-50200-10-000000-00000

Position Type: None

Department: Classics

Supervisor: Christopher Star

Description:

Position Number: 901032

Position Title: CA Senior Week Staff

EDORDA: 311-2113-50200-10-000000-00000

Position Type: None

Department: College Advancement

Supervisor: Diana Hill

Description: Responsibilities:

From Tuesday, May 21 to Saturday, May 25, the seniors will be participating in a number of on- and off-campus events leading up to Commencement on Sunday, May 26. Reliable and responsible students will be chosen to assist with these events throughout the week.

- * Assist Senior Committee members with staffing events
- * Drive College vans to and from events when needed
- * Staff the Senior Class gift table during events and meals
- * Run errands when needed
- * Attend a mandatory staffing meeting prior to the end of the school year

Other:

- *Reliable, responsible, and punctual
- *College van license (or willingness to obtain one) required

Position Number: 901033

Position Title: ENAM Summer Research Assistant

EDORDA: #N/A

Position Type: #N/A

Department: English & American Literatures

Supervisor: Brett Millier

Description: Responsibilities:

The English and American Literature's Department is seeking a summer research assistant to assist faculty with research projects, copying, and possibly work with slides and online projects. The position will be approximately 20-25 hours.

Please attach a sample research paper as the Additional Document in the 'Documents Needed to Apply' section of the application.

Preference given to ENAM majors.

Position Number: 901034

Position Title: Research Assistant in Geography (DFRAPS-XXXGEG)

EDORDA: 311-2902-50200-10-212203-00000

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description:

Position Number: 901049

Position Title: GEOG Tech. Bridge Research Asst

EDORDA: 311-2911-50200-10-000000-11382

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description: Responsibilities:

Conduct original research on the historical geography of the battle of Gettysburg; create GIS database of troop positions and other salient features; digitize troop positions from historical maps; consult with supervisor and other experts to verify data quality; coordinate georectification of historical maps; coordinate digitizing and map compilation with professional cartographer who is managing final production of the project for Web publication.

Experience Desired:

Advanced GIS skills; historical research experience; ability to work both independently and as part of a team.

Knowledge Desired:

American history, historical geography, history of cartography, GIS, historical GIS.

Position Number: 901050

Position Title: FRAF Research Asst - Liebhaber

EDORDA: #N/A

Position Type: #N/A

Department: International and Global Studies

Supervisor: Samuel Liebhaber

Description:

Position Number: 901053

Position Title: Club Sports Intern

EDORDA: 311-2902-50200-10-110025-12824

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description: Responsibilities:

*Assists in the day to day operations of the club sports program through regular interaction with club leaders, members and coaches *Ensures club rosters, schedules, and other key documents are kept accurate and current in the MidLink system *Acts as liaison with coaches and club leadership to ensure compliance with club sports policies and procedures *Conducts spot checks of practices and competitions to ensure compliance with club sports policies and procedures *Assists in the delivery of clubs sports fall leadership training *Facilitates the collection of key risk management documents such as waivers and certificates of insurance *Other duties as assigned

Experience Desired:

The ideal candidate will be familiar with Middlebury's student organization and club system, policies and procedures, particularly those related to club sports. S/he will be interested in helping our club sports program thrive and be highly detail-oriented.

Position Number: 901054

Position Title: EDST Research Asst - Affolter

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Education Studies

Supervisor: Tara Affolter

Description: Responsibilities:

Transcribe life history interviews, write up summary reflections of interviews, assist in coding of data, apply theoretical background to assisting with development of literature review.

Position Number: 901035

Position Title: UCRF Research Asst - Davis

EDORDA: 311-2911-50200-10-000000-11133

Position Type: None

Department: History

Supervisor: Darien Davis

Description:

Position Number: 901036

Position Title: UCRF Research Asst - Stanger

EDORDA: 311-2911-50200-10-000000-11473

Position Type: None

Department: Political Science

Supervisor: Allison Stanger

Description:

Position Number: 901037

Position Title: UCRF Research Asst - Olsen

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Dance

Supervisor: Andrea Olsen

Description:

Position Number: 901038

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901039

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2911-50200-10-000000-11595

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901040

Position Title: UCRF Research Asst - Yuen

EDORDA: 311-2911-50200-10-000000-11238

Position Type: None

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 901041

Position Title: UCRF Research Asst - EDavis

EDORDA: 311-2911-50200-10-000000-11144

Position Type: None

Department:

Supervisor: Erin Davis

Description:

Position Number: 901042

Position Title: UCRF Research Asst - Arndt

EDORDA: 311-2911-50200-10-000000-13652

Position Type: None

Department: Psychology

Supervisor: Jason Arndt

Description:

Position Number: 901043

Position Title: UCRF Research Asst - Billings

EDORDA: 311-2911-50200-10-000000-11352

Position Type: None

Department: English & American Literatures

Supervisor: Timothy Billings

Description:

Position Number: 901044

Position Title: UCRF Research Asst - Khalifa

EDORDA: 311-2911-50200-10-000000-12959

Position Type: None

Department: Philosophy

Supervisor: Kareem Khalifa

Description:

Position Number: 901045

Position Title: UCRF Research Asst - Kafumbe

EDORDA: 311-2911-50200-10-000000-11422

Position Type: None

Department: Music

Supervisor: Damascus Kafumbe

Description:

Position Number: 901046

Position Title: UCRF Research Asst - Dickinson

EDORDA: 311-2911-50200-10-000000-11377

Position Type: None

Department: Political Science

Supervisor: Matt Dickinson

Description:

Position Number: 901047

Position Title: UCRF Research Asst - Castaneda

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Spanish and Portuguese

Supervisor: Luis Castaneda

Description:

Position Number: 901048

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2153-50200-10-102022-00000

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901051

Position Title: THEA PTP Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Theatre

Supervisor: Hallie Zieselman

Description:

Position Number: 901052

Position Title: EIA - FoodWorks Fellow

EDORDA: 311-6002-50200-10-000000-00000

Position Type: None

Department: Campus Activities & Leadership

Supervisor: Sophie Esser-Calvi

Description:

Position Number: 901055

Position Title: Scott Center Cluster Board Coordinator

EDORDA: 314-5103-50200-10-000000-00000

Position Type: None

Department: Chaplain's Office

Supervisor: Ellen McKay

Description: Responsibilities:

Working with the Program Coordinator for the Scott Center, this student will: manage the leadership development and finances of 9-13 active student religious groups; work closely with group leaders, Scott Center staff, and students who are interested in spiritual/religious life on campus; screen proposals to the Flex Fund; organize and conduct yearly trainings and monthly meetings; present an annual budget on behalf of the spiritual/religious life groups to the SGA Finance Committee. Attend monthly Religious Life Council meeting with leaders of student religious organizations. Staff the reception desk at the Scott Center for a minimum of two hours each week.

Experience Desired:

Experience in a leadership position in one of the campus student religious groups, ideally as Treasurer. Understanding of the processes involved in student group leadership and budgeting at Middlebury. Interest in working with multi-faith groups. Basic office experience.

Knowledge Desired: Basic interest in and knowledge of religion and spirituality

Position Number: 901057

Position Title: CA Gift Planning Assistant

EDORDA: 311-2123-50200-10-213473-12883

Position Type: None

Department: College Advancement

Supervisor: Laurie Celik

Description: Responsibilities:

Upon hiring, will assist and report to Gift Planning Department. Duties include (but are not limited to) scanning, file organization for existing legacy society files, information gathering from hard copy files for audit project, update banner database (training will be offered), generating excel spreadsheet for capturing quantitative data, and other administrative, data entry and research duties as assigned within Gift Planning.

Experience Desired:

This position requires someone who is reliable, timely, accurate, organized, and has good phone skills, and who can take direction well and work independently with minimal supervision. The assistant must be comfortable dealing with highly confidential and sensitive matters. The assistant will be required to sign a confidentiality agreement. Experience with banner preferred.

Knowledge Desired:

Computer experience on a PC platform necessary, as well as the ability to work in Word and Excel.

Other:

The Gift Planning Student Assistant interacts with all College Advancement departments and staff.

Position Number: 901058

Position Title: CHNS Web Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Chinese

Supervisor: Nicole Patterson

Description: Essential Functions:

In consultation with the Chair (or the Chair's designee) use of social media to assist the department's curricular and co-curricular efforts, maintain contact with alumni and promote Chinese at Middlebury among prospective students and friends of the College in general.

General Responsibilities:

The student will assist the Chair (or the Chair's designee) in creating weekly posts for the department's Facebook page, which will involve conceiving ideas for posts, collecting information and images, and drafting text. Other tasks will be determined by the abilities and interest of the student and will be developed in consultation with the Chair (or Chair's designee).

Knowledge, Skills and Abilities:

The student hired for this position must have completed third-year Chinese or the equivalent or higher and be familiar with various social media platforms.

Experience: Must have completed third-year Chinese or the equivalent or higher.

Position Number: 901069

Position Title: SOAN Community Engagement Assistant

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Svea Closser

Description: Responsibilities:

To support course participants' efforts to work with parents and the administration at Edmunds Elementary School in Burlington, VT to improve relations at Edmunds, particularly between immigrant populations (which are quite large here in Burlington) and the larger elementary school community. • Coordinate logistics for for SOAN 0302 - Ethnographic Research to Burlington community engagement projects for faculty member. • Specifically, organize and coordinate transportation needs for SOAN 0302 - Ethnographic Research to Burlington. • Communicate with students in class, other offices, Burlington community partners, and faculty member, as needed, in organizing logistics. • Other course-related projects, as needed.

Experience Desired:

Advanced level Anthropology courses

Knowledge Desired:

Ethnographic Research

Position Number: 900157

Position Title: Performing Arts Series Intern

EDORDA: 311-2504-50200-10-207023-00000

Position Type: None

Department: Arts Center

Supervisor: Allison Coyne Carroll

Description: Responsibilities:

- Support the Performing Arts Series Society (PASS) donor group including correspondence, benefit maintenance, and special functions.
- Develop engagement plans for the PASS scholars (student members) and maintain Facebook page.
- Research, develop, and implement the student-initiated "Rothrock Residency;" an annual visiting artist event made possible through donor support.
- Assist Series staff with artist residencies; including itinerary management, hospitality, and transport.
- Assist Series staff with event management; to include artist support, residency activity oversight, and crowd management.
- Provide general series office support including filing, mailings, copying, etc.
- Other duties as assigned.

Experience Desired:

- 1-2 years in a customer service environment preferred. • Experience in event management preferred.
- U.S. Driver's license required. College 15-passenger van license, or ability to obtain one within 15 days of hire, necessary. • Completion of college's Crowd Manager training required within 15 days of hire.

Knowledge Desired:

- Performing arts background (dance, theatre, and/or music) essential. Experience in classical music preferred. • Computer proficiency preferred. Must be comfortable with current social media platforms. Mail merge experience a plus. • Knowledge of campus and local community helpful

Other:

- Must be available to work evenings and weekends regularly. Ability to adjust work schedule with limited advance notice helpful. • Ability to work with limited supervision, and make thoughtful decisions, helpful. • Ability to work with a variety of personalities, and engage with artists, faculty, staff, patrons, and youth appreciated. • Must be outgoing and have a positive demeanor. • Must be able to lift and carry up to 25 lbs. • Must speak English clearly and articulately. • Professional attire required at times.

Position Number: 901056

Position Title: GEOG Research Asst - McKinney

EDORDA: 311-2140-50200-10-000000-00000

Position Type: None

Department: Geography

Supervisor: Kacy McKinney

Description: Responsibilities:

These two students will work as research assistants in two key ways: by doing background research and working to form a community partnership with the Bhutanese refugee community of Burlington, and then to aid in the creation of curriculum for a future class based on this research and in partnership with the community.

Position Number: 901059

Position Title: NSCI 0100 Teaching Assistant

EDORDA: 311-2904-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Glen Ernstrom

Description: Responsibilities:

Assist instructors in the Discussion Sections by guiding students in their lab demonstrations, computer simulations or other exercises. Help students progress on their term projects (e.g. Wiki pages). Read and comment on project reports, response papers, and final project presentations.

Experience Desired:

Must have previously taken BIOL 0145 and PSCY 0105 OR NSCI 0100.

Position Number: 901061

Position Title: New England Review Intern

EDORDA: #N/A

Position Type: #N/A

Department: New England Review

Supervisor: Carolyn Kuebler

Description: Responsibilities:

NER interns will perform a variety of tasks related to the quarterly print publication and website, including creating posts in WordPress, proofreading and fact-checking texts, screening and logging manuscripts, editing video and audio, and other duties as assigned.

Experience Desired: Experience with WordPress and other web technology desired.

Knowledge Desired: A background in literature is helpful.

Other:

An interest in contemporary literature and publishing is required. Strong writing skills and attention to detail.

Position Number: 901060

Position Title: FRAF Research Asst - Olinick

EDORDA: 311-2911-50200-10-000000-11128

Position Type: None

Department: Mathematics

Supervisor: Mike Olinick

Description:

Position Number: 901062

Position Title: UCRF Research Asst - Gregg

EDORDA: 311-2911-50200-10-000000-11349

Position Type: None

Department: Economics

Supervisor: Amanda Gregg

Description:

Position Number: 901063

Position Title: UCRF Research Asst - Keathley

EDORDA: 311-2911-50200-10-000000-11487

Position Type: None

Department: Film and Media Culture

Supervisor: Christian Keathley

Description: Responsibilities:

This project looks at headlines from the New York Times and other newspapers that mention groups like Muslims, Jews, and Christians to see if they are portrayed in a negative or a positive light. Our research on Muslims has found that their portrayal varies significantly across time, and that the portrayal depends less on terrorist events than you might think. As a research assistant, you would help with secondary source research, you would help code and analyze headlines, and you may be asked to help draft portions of papers, or to review/edit those papers. You would also have a say over future directions of research that may align with your interests and that may provide you with material for your own purposes.

Experience Desired:

Students involved in this project have co-authored papers presented at national conferences, have been co-authors on manuscripts submitted to professional journals, and have access to a database of information that they can draw on for independent projects or senior theses. If you are highly motivated by the topic and can work in a team, this project will be a good fit for you. I am especially eager to hire first or second year students who can commit to 6-8 hours of work a week through the spring semester, and who are interested in continuing work on the project through the 2014-15 academic year (and possibly beyond). I will also consider third years that are a particularly good fit for the project. The position is open to all majors, and to students who have not yet declared a major.

Knowledge Desired:

Facility with Excel and/or Stata is a plus, but is not required.

Position Number: 901064

Position Title: FRAF Research Asst - Parker

EDORDA: 311-2911-50200-10-000000-11497

Position Type: None

Department: Psychology

Supervisor: Clarissa Parker

Description:

Position Number: 901065

Position Title: FRAF Research Asst - Saunders

EDORDA: 311-2911-50200-10-000000-11299

Position Type: None

Department: Museum of Art

Supervisor: Ricahrd Saunders

Description: Offer is contingent upon successful completion of a criminal background check.

Position Number: 901066

Position Title: FRAF Research Asst - Horning

EDORDA: 311-2911-50200-10-000000-11395

Position Type: None

Department: Political Science

Supervisor: Nadia Horning

Description:

Position Number: 901067

Position Title: JAPN Research Asst - White

EDORDA: 311-2911-50200-10-000000-12998

Position Type: None

Department: Japanese Studies

Supervisor: Linda White

Description:

Position Number: 901068

Position Title: HEBR FRAF Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Geography

Supervisor: Tamar Mayer

Description:

Position Number: 901071

Position Title: FMMC FRAF Research Asst

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Film and Media Culture

Supervisor: Francisca Drexel

Description:

Position Number: 901074

Position Title: MUSC Choral Assistant

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Music

Supervisor: Jeff Buettner

Description: Responsibilities:

Assist choir director, including organizing music to be performed, copying and preparing music, cataloging music in the choir library, other tasks as they come up. Knowledge of music and ability to read music required.

Knowledge Desired:

Must be organized, self-directed, able to work with deadlines, and able to read music.

Position Number: 901073

Position Title: Library Collections Assistant

EDORDA: 311-6102-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Marlena Evans

Description: Great resume building job! Get to know the workings of the library in a low pressure, independent and supportive setting. Some of the projects will involve pamphlet binding and materials processing, so affinity for handicrafts would be a plus. Possibility of continuing working during the summer.

Responsibilities:

Work with the Collections Management staff to create, edit, and/or delete bibliographic and related records in local and national databases. Search, update, and correct the local catalog records under guidance; use experience and judgment to identify problems. Process new materials for addition to the collection : apply item labels, bookplates, ownership stamps, security strips, etc. Process existing materials : assist with preparation and receiving of bindery shipments; perform preservation treatments (pamphlet binding, re-packaging, etc.); remark & re-label owned items. Work on various projects which may include scanning, processing, packing, or sorting materials. Instruct and supervise other student workers on projects as necessary. Provide back-up for other student workers in the Collection Management dept.

Other:

High degree of attention to detail, accuracy, and efficiency. Maturity and competence in working independently after training. Ability use sound judgment in identifying patterns and exceptions (errors) after training. Knowledge of a foreign language & ability to work with unfamiliar languages desirable. Library and information services experience desirable.

Position Number: 901075

Position Title: Atwater Certified Yoga Instructor

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Atwater

Supervisor: Debbie Cousino

Description: Responsibilities:

Instructing Atwater students and affiliates in regular yoga sessions. Frequency of sessions to be determined in conjunction with Atwater Council Chairs and CRA. Maintaining a high level of instruction and professionalism during yoga sessions. Encouraging participation among Atwater students and affiliates.

Experience: Certification in yoga instruction

Position Number: 901076

Position Title: SOAN Reasearch Asst

EDORDA: 311-2802-50200-10-201973-00000

Position Type: None

Department: Sociology

Supervisor: Mari Price

Description: Responsibilities: Independent research and data analysis

Experience: Sociology/Anthropology coursework

Knowledge/Skills : Sociology/Anthropology

Position Number: 901088

Position Title: Language Schools Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Language Schools Admin.

Supervisor: John Stokes

Description: Assist Language Schools staff with various office duties, such as data entry, photocopying, on-campus errands to all buildings, phone coverage, proof-reading, preparing information packets, and other office tasks deemed necessary. Punctual, good telephone manner, good people skills, accurate and careful, flexible, patient, ability to relate to people from diverse cultures and backgrounds. Ability to sit and/or stand for long periods of time. Knowledge of one of the languages we teach is helpful.

Will assist Vice President for Graduate and Special Programs, Dr. Michael Geisler, in doing research for a forthcoming presentation on national anthems at an international conference in Bilbao/Spain next May. The presentation will be based on Prof. Geisler's existing work on national symbols (will be shared with

the student). Responsibilities will include conducting online research on anthems and other national symbols worldwide, locating and ordering books and articles and recordings; making photocopies; ordering images; and other activities as they arise.

Experience:

Some background in international/global studies is a must. A basic knowledge of theories of nationalism, and/or music theory or music history is preferred, but not absolutely required.

Knowledge

- Excellent writing, editing, and proofreading skills
- Computer literacy, including PowerPoint
- Familiarity with doing research using online databases

Proficiency in one or more foreign languages helpful. Careful attention to detail is paramount.

Position Number: 901077

Position Title: CCI Teaching Asst - Pardee

EDORDA: 311-2911-50200-10-000000-11179

Position Type: None

Department: Economics

Supervisor: Scott Pardee

Description: Responsibilities:

Grader and teaching assistant for college course "Corporate Finance and Accounting." Work in tandem with 2 other assistants on course spreadsheet exercises. Advise students on working through exercises. There will be eight discreet exercises during the course and approximately 40 participating students.

Experience Desired:

Must have taken course previously.

Position Number: 901078

Position Title: FRAF Research Asst - Brown

EDORDA: 311-2121-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Christal Brown

Description:

Position Number: 901079

Position Title: Office Assistant: Math, Spanish & Portuguese

EDORDA: 311-2911-50200-10-000000-12986

Position Type: None

Department: Mathematics

Supervisor: Naomi Neff

Description: Responsibilities:

Assist with daily operation of Mathematics and the Spanish & Portuguese Departments. Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands, webpage updates, organizing office resources. Assist with additional projects as necessary. Strong office skills with the ability to work independently. Professionalism necessary for interacting with other offices on campus. Attention to detail, reliability, good computer and organizational skills.

Position Number: 901080

Position Title: GEOL FRAF Research Asst

EDORDA: 311-2118-50200-10-212253-00000

Position Type: None

Department: Geology

Supervisor: David West

Description:

Position Number: 901082

Position Title: GEOL Research Asst

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: Eileen Brunetto

Description: Responsibilities:

Assisting Ray Coish, faculty, with various tasks and research.

Position Number: 901083

Position Title: CTLR Time Management Associate

EDORDA: 311-2911-50200-10-000000-11359

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Yonna McShane

Description: Responsibilities:

Job description/responsibilities: This is a paid position and after participating in extensive training provided by the Director of Learning Research, you would provide one hour of one-on-one assistance to students. The job will require a consistent time commitment of two to three hours per week this semester and spring semester. Provide other Middlebury students with the time management and academic workload management skills necessary for achieving academic excellence.

Experience Desired: Prefer a GPA of 3.6 or above.

Knowledge Desired: Will provide extensive training to the student taking this job.

Other: Responsible, reliable. Able to work independently and also take supervision.

Position Number: 901081

Position Title: FRAF Research Asst - Kimble

EDORDA: 311-2911-50200-10-000000-11312

Position Type: None

Department: Psychology

Supervisor: Matthew Kimble

Description:

Position Number: 901084

Position Title: FRAF Research Asst - JDavis

EDORDA: 311-2901-50200-10-000000-00000

Position Type: None

Department: Religion

Supervisor: James Davis

Description:

Position Number: 901085

Position Title: Executive-in-Residence Research Asst - Douglas

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: James Douglas

Description: Responsibilities:

Assist in the organization of James' collection in the College archives, preparation of material for presentations & other duties as assigned.

Experience Desired:

2 yrs experience working for James.

Position Number: 901086

Position Title: MUSC Costume Assistant

EDORDA: 311-2911-50200-10-000000-12835

Position Type: None

Department: Music

Supervisor: Anne Chabot

Description: Responsibilities:

Works with the costume designer and costume director to construct and alter theatre costumes and accessories for music department musical productions. Assists with preparations and costume changes or special effects during the run of the shows as needed.

Experience Desired:

Some experience in hand sewing, machine sewing, crafts, fashion, or art, and interest in learning more about theatrical production. Driver's license useful but not necessary. Classes in costume design, scenic design, art history, or History of Western Dress helpful.

Position Number: 901087

Position Title: FRAF Research Asst - Robbett

EDORDA: 311-2911-50200-10-000000-12919

Position Type: None

Department: Economics

Supervisor: Andrea Robbett

Description:

Position Number: 901089

Position Title: FRAF Research Asst - Gong

EDORDA: 311-2134-50200-10-202093-00000

Position Type: None

Department: Economics

Supervisor: Erick Gong

Description:

Position Number: 901090

Position Title: PSCI Advanced Research Asst - Kraus

EDORDA: 311-2911-50200-10-000000-11265

Position Type: None

Department: Political Science

Supervisor: Michael Kraus

Description: Responsibilities:

Conduct research in Czech documents, assist in library searches, course work, etc.

Experience Desired:

Previous research experience.

Knowledge Desired:

Research skills, Czech language

Position Number: 901091

Position Title: FRAF Research Asst - Armanios

EDORDA: 311-6101-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: Febe Armanios

Description:

Position Number: 901092

Position Title: Health & Wellness Party Assistant

EDORDA: 311-2911-50200-10-000000-11380

Position Type: None

Department: Dean of Students

Supervisor: Barbara McCall

Description: Responsibilities:

Party Assistants are Middlebury College hourly student employees of Health and Wellness Education. Party Assistants supplement (i.e. do not replace) the control functions assigned to members of the hosting organization to maintain order and compliance by serving as an independent observer at registered campus events, which primarily, but not always, take place on weekends and evenings.

Working in teams of no less than two, Party Assistants will be required to arrive before the start time of an event to meet with event hosts and the Department of Public Safety and to remain at the event location until after the close of the event to meet with Party Hosts and the Department of Public Safety. Party Assistants will be provided with reporting guidelines for events and will be responsible for filing timely and complete reports to the Director of Health and Wellness Education. Responsibilities include assisting hosts in maintaining safety and reducing risk by providing an independent observer who can help the host organization avoid and/or discontinue risky practices at the event. When on duty, Party Assistants report to the designated leaders or hosts of the organization hosting and sponsoring the event. Party Assistants will not independently contact or summon outside assistance from organizations such as the Department of Public Safety or law enforcement officials except in cases of extreme or imminent danger to event participants.

Party Assistant candidates must have completed at least two semesters in order to be eligible for selection. There is an expectation that all students working in Health and Wellness Education commit to modeling healthy lifestyle choices.

Selection Process: Party Assistants are recruited and selected by the Director of Health and Wellness Education and Lead Party Assistants with assistance from other professionals in the Office of the Dean of Students. The selection process includes a formal application and interview.

Training: Once selected, Party Assistants are required to complete a number of trainings with staff from Residential Life, Health & Wellness Education, Environmental Health and Safety, Public Safety, and community trainers that will cover the applicable registered event policies, bystander intervention training, alcohol and other drug education, crisis management, and specific trainings on the duties of the Party Assistant program. Party Assistants are required to attend monthly meetings for event assignments and continued education. Party Assistants who fail to follow the official policies established in their training sessions or act outside of their role at any event may be asked to leave the premises by the hosting officials (as is true of any visitor to any College event) and may face consequences within the program up to and including termination.

Compensation: Party Assistants are compensated at the student employee specialist rate. Party Assistants are compensated for attendance at monthly meetings, required Party Assistant-specific trainings, and for 5 hours of work for events unless otherwise specified (i.e. if a party ends early, Party Assistants are still paid for the total time they were projected to work an event).

Position Number: 901093

Position Title: UCRF Research Asst - Lewis

EDORDA: 311-2902-50200-10-110025-11274

Position Type: None

Department: Political Science

Supervisor: Orion Lewis

Description:

Position Number: 901094

Position Title: STRT Research Asst - Glikman

EDORDA: 311-2502-50200-10-300814-00000

Position Type: None

Department: Physics

Supervisor: Eilat Glikman

Description:

Position Number: 901095

Position Title: PCI Assistant

EDORDA: 311-2901-50200-10-000000-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

Assist Programs on Creativity and Innovations Director with various office duties, such as data entry, photocopying, on-campus errands to all buildings, phone coverage, proof-reading, preparing information packets, and other office tasks deemed necessary. Responsible for taking lead, as assigned by the Director, of specific projects for PCI programming.

Experience Desired:

Punctual, good telephone manner, good people skills, accurate and careful, flexible, patient, ability to relate to people from diverse cultures and backgrounds.

Knowledge Desired:

Extensive knowledge of PCI programs and participants is necessary as well as providing information and advice to students in those programs.

Position Number: 901097

Position Title: MATH Teaching Assistant

EDORDA: 313-2201-50200-10-102022-00000

Position Type: None

Department: Mathematics

Supervisor: Priscilla Bremser

Description: Responsibilities:

Assist the instructor in classroom activities; conduct tutorials outside of class; evaluate/grade homework.

Other:

Prefer candidates who are interested in teaching mathematics after graduation.

Position Number: 901098

Position Title: LS Digital Media Intern

EDORDA: 311-2116-50200-10-301074-00000

Position Type: None

Department: Language Schools Admin.

Supervisor: Timothy Page

Description: Responsibilities:

Works with Language Schools' marketing team to develop high quality videos and other multimedia projects for use in the College's marketing, communications, fund-raising, alumni, and public relations efforts: • Works with the LS marketing team to develop story ideas, storyboards, and shot lists, and to edit videos and create audio slideshows and other multimedia. • Participates in marketing planning, providing input on use of multimedia and participating in development of creative direction for multiple communications to achieve strategic goals. • Interviews students, alumni, and faculty and shoots action footage. • Edits audio and video to create effective communications. • Works with the LS marketing team to organize and oversee students in the creation of multimedia projects for use online. • Provides student/young alumni perspective on using video and audio in social media to achieve College objectives. • Provides training and assistance in multimedia to LS staff members. • Responsible for the storage of digital footage related to the above projects. • Perform other duties as needed.

Experience Desired:

- Experience in digital multimedia technologies required. - Must have experience creating videos, audio slideshows, and other multimedia projects. - Experience preferred in telling short narrative stories that engage key audiences in interesting ways, work as proof points for key messages, and, in some cases, either prepare for or act as a call to action. - Working and exhibited knowledge of multimedia software and hardware. Working knowledge of all aspects of audio and video technology and basic knowledge of desktop environment. - The ability to juggle projects and meet multiple deadlines. - The ability to work collaboratively with others. - Knowledge of language(s), in addition to English, preferred.

Knowledge Desired:

Extensive knowledge and use of digital editing applications. Familiarity with video editing software, image editing software, internet technology, the Mac operating system.

Position Number: 901099

Position Title: GEOG Kress Research Fellow

EDORDA: 311-2116-50200-10-301074-00000

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description: Geography professor Anne Knowles seeks one or two student assistants to help her plan and develop curricular materials for a two-week faculty workshop on applying digital mapping to Art History. Please note that both positions require committing to spending some time on campus in summer 2014. The two positions may be filled sequentially by the same student. Your email application to Anne Knowles (aknowles@middlebury.edu) should include a letter explaining your interest and relevant background and a one-page CV that includes your technical and topical qualifications. Please specify whether you are applying for one or both positions. Applications will be reviewed as they are received. The Undergraduate Fellow will work throughout spring semester 2014 and into the summer to assist Knowles and GIS Specialist Bill Hegman with a number of tasks: (1) organizing logistics and events at Middlebury for the Institute's 15 participants and 2 guest speakers; (2) developing GIS layers and other digital materials to support participants' research projects; (3) exploring non-GIS visualization software options; (4) researching relevant scholarly literature to find useful examples of conceptual frameworks and empirical applications related to participants' projects. This position requires good knowledge of ArcGIS and Adobe Illustrator or comparable graphic software, as well as ability to learn other software fairly independently. It also requires excellent skills in research, writing, and organization. Knowledge of Art History and Geography desired but not strictly required. Being able to work independently and as part of a team is essential.

The Kress Summer Institute will be held at Middlebury College on August 3 - 15, 2014. For more information, see <http://www.middlebury.edu/newsroom/node/467699> and the full announcement on the Kress Foundation website, <http://www.kressfoundation.org/news/Article.aspx?id=35544&blogid=132>.

Position Number: 901100

Position Title: GEOG Kress Technical Support

EDORDA: 311-2123-50200-10-209633-00000

Position Type: None

Department: Geography

Supervisor: Anne Knowles

Description: Responsibilities:

Geography professor Anne Knowles seeks one or two student assistants to help her plan and develop curricular materials for a two-week faculty workshop on applying digital mapping to Art History. Please note that both positions require committing to spending some time on campus in summer 2014. The two positions may be filled sequentially by the same student. Your email application to Anne Knowles (aknowles@middlebury.edu) should include a letter explaining your interest and relevant background and a one-page CV that includes your technical and topical qualifications. Please specify whether you are applying for one or both positions. Applications will be reviewed as they are received. The Kress

Summer Institute will be held at Middlebury College on August 3 - 15, 2014. For more information, see <http://www.middlebury.edu/newsroom/node/467699> and the full announcement on the Kress Foundation website, <http://www.kressfoundation.org/news/Article.aspx?id=35544&blogid=132>. The Student Technical Support staff person will chiefly provide technical assistance to instructors and participants during the Summer Institute, from late July to August 15. The position requires very good knowledge of ArcGIS and Adobe Illustrator or comparable graphic software. Knowledge of other visualization software, advanced applications for virtual globes, or computer programming (HTML, Java) will enhance applicants' chances. Experience with digital projects and collaborative teamwork required. Knowledge of Art History and Geography desired but not strictly required. Applicants should also mention experience, if they have it, teaching digital technology to others, as Institute participants may include digital beginners.

Position Number: 901096

Position Title: CHNS Research Asst - Moran

EDORDA: 311-2911-50200-10-000000-13021

Position Type: None

Department: Chinese

Supervisor: Tom Moran

Description:

Position Number: 901101

Position Title: UCRF Research Asst - McCallum

EDORDA: 311-2911-50200-10-000000-11127

Position Type: None

Department: Sociology

Supervisor: Jamie McCallum

Description:

Position Number: 901102

Position Title: UCRF Research Asst - Morsman

EDORDA: 311-2911-50200-10-000000-13068

Position Type: None

Department: History

Supervisor: Amy Morsman

Description:

Position Number: 901103

Position Title: UCRF Research Asst - RMadrazo

EDORDA: 311-2911-50200-10-000000-11532

Position Type: None

Department: Spanish and Portuguese

Supervisor: Marcos Rohena-Madrazo

Description:

Position Number: 901104

Position Title: UCRF Research Asst - Shapiro

EDORDA: 311-2911-50200-10-000000-11459

Position Type: None

Department: Writing Program

Supervisor: Shawna Shapiro

Description:

Position Number: 901105

Position Title: FRAF Research Asst - Nevins

EDORDA: 311-2911-50200-10-000000-11133

Position Type: None

Department: Sociology

Supervisor: Marybeth Nevins

Description:

Position Number: 901106

Position Title: UCRF Research Asst - Stanger

EDORDA: 314-3310-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Allison Stanger

Description:

Position Number: 901108

Position Title: Laundry Helper

EDORDA: 311-2911-50200-10-000000-11274

Position Type: None

Department: Dining Services

Supervisor: Cindy Lee

Description: Responsibilities:

- Launders all Dining Services' uniforms & linen.
- Performs light maintenance and cleaning of equipment.
- Cleans dryer vents.
- Reports any equipment problems to supervisor.
- Interacts appropriately with the customer.
- Answers students questions in a polite, courteous manner.

Experience Desired: Previous experience with cleaning and stain removal helpful but not required.

Knowledge Desired: Will be trained on use of various products for stain removal and washing techniques for various fabrics. Ability to establish and maintain working relations with supervisors, fellow workers, students and the rest of the College staff. Ability to follow a schedule. May be asked to work additional hours.

Other:

Must have reading skills for using chemicals to remove stains and spots. Ability to perform manual tasks requiring moderate physical strength and follow simple oral instructions.

Must be able to stand for long periods of time, as well as bend and reach frequently. Must have the ability to lift 20-30 lbs. frequently, and up to 50 lbs. occasionally. Must be able to push and pull up to 100 lbs. frequently.

Position Number: 901109

Position Title: FRAF Research Asst - Glikman

EDORDA: 311-2911-50200-10-000000-11476

Position Type: None

Department: Physics

Supervisor: Eilat Glikman

Description:

Position Number: 901110

Position Title: FRAF Research Asst - Owens

EDORDA: 311-2004-50200-10-300780-00000

Position Type: None

Department: Sociology

Supervisor: Linus Owens

Description:

Position Number: 901113

Position Title: Athletics Wall Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: American Studies

Supervisor: Holly Allen

Description:

Position Number: 901112

Position Title: SOAN Technical Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Sociology

Supervisor: Mari Price

Description: Responsibilities:

Construction of questionnaire using Key Survey; computer programming; teaching others who might assist in survey construction; Administering survey design, distribution and data analysis.

Position Number: 901111

Position Title: NSF Research Assistant - Closser

EDORDA: 311-2911-50200-10-000000-11195

Position Type: None

Department: Sociology

Supervisor: Svea Closser

Description: Responsibilities:

Various research on Svea Closser's "Health volunteers in rural Ethiopia: Discourses and experiences of status, motivation, and well being" project supported by Svea's NSF grant.

Position Number: 901114

Position Title: FRAF Research Asst - Cluss

EDORDA: 311-2505-50200-10-301072-13032

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Bob Cluss

Description:

Position Number: 901115

Position Title: Language in Motion Outreach & Support Assistant

EDORDA: 314-5001-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Kristen Mullins

Description: Language in Motion (LiM) is a new Community Engagement program linking International, Study Abroad, and upper level language students with Addison County classrooms. Drawing on their international and language experience, LiM program participants will work with Addison County educators to develop and deliver engaging and relevant classroom presentations to Addison County high school students.

The person in this position will work closely with the LiM coordinator in researching Language in Motion programs on other campuses; developing and coordinating campus outreach; supporting program participants as they prepare for classroom presentations; and ensuring that the logistical and communication needs of a thriving and productive Community Engagement program are being met.

This will be a two to three hour a week position, with weekly LiM team meetings. We hope the person hired for this position will be excited to continue with us into the following academic year as well.

Experience Desired:

Study Abroad/International experience highly desired

Experience working in a collaborative team, big or small

Experience asking for clarification and help

Experience cultivating enthusiasm and curiosity in yourself and others

Knowledge Desired:

Knowledge of basic graphic design programs

Knowledge of multiple languages a plus

Great communication skills a must

Other:

Experience, understanding, and/or interest in Community Engagement required. This is a great position for someone who is flexible and comfortable with the creative process. Come with a desire for productive fun!

Position Number: 901117

Position Title: CA Office Assistant - General

EDORDA: 311-2902-50200-10-206333-13652

Position Type: None

Department: College Advancement

Supervisor: Cathy Tester

Description: Responsibilities:

Duties include (but are not limited to) packing boxes, inventory of items and tracking these items utilizing an excel spreadsheet. Updating lists and assisting the moves coordinator on projects as needed.

This position is approx. 20 hours per week.

Experience Desired:

This position requires someone who is reliable, timely, accurate, organized, and who can take direction well and work independently with minimal supervision. The assistant will be required to sign a confidentiality agreement.

Knowledge Desired:

Computer experience on a PC platform necessary, as well as the ability to work in Word and Excel. The ability to lift and move boxes that weigh up to 50 pounds.

Position Number: 901119

Position Title: ENAM Research Asst - Billings

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: English & American Literatures

Supervisor: Timothy Billings

Description:

Position Number: 901128

Position Title: CCSRE Research Asst

EDORDA: 311-2110-50200-10-510002-00000

Position Type: None

Department: American Studies

Supervisor: Roberto Lint Sagarena

Description: Responsibilities:

Student will provide research assistance to Susan Burch (fact checking, proof reading etc), while Susan writes her newest book.

Experience Desired:

Student must have strong knowledge of American Studies scholarship and a strong command of research methods.

Other:

Must be able to work up to 10 hours per week through the duration of the Spring 2014 semester.

Position Number: 901129

Position Title: NSF Research Asst - Ward

EDORDA: 311-2911-50200-10-000000-11194

Position Type: None

Department: Biology

Supervisor: Jeremy Ward

Description:

Position Number: 901120

Position Title: UCRF Research Asst - Closser

EDORDA: 311-2911-50200-10-000000-11576

Position Type: None

Department: Sociology

Supervisor: Svea Closser

Description:

Position Number: 901121

Position Title: UCRF Research Asst - Uricaru

EDORDA: 311-2911-50200-10-000000-11595

Position Type: None

Department: Film and Media Culture

Supervisor: Ioana Uricaru

Description:

Position Number: 901122

Position Title: UCRF Research Asst - Yuen

EDORDA: 311-2911-50200-10-000000-11595

Position Type: None

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 901123

Position Title: UCRF Research Asst - Yuen

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 901124

Position Title: UCRF Research Asst - Beyer

EDORDA: 311-2911-50200-10-000000-11152

Position Type: None

Department: Russian

Supervisor: Tom Beyer

Description:

Position Number: 901125

Position Title: UCRF Research Asst - Baird

EDORDA: #N/A

Position Type: #N/A

Department: Spanish and Portuguese

Supervisor: Brandon Baird

Description:

Position Number: 901126

Position Title: UCRF Research Asst - Isham

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Economics

Supervisor: Jon Isham

Description:

Position Number: 901127

Position Title: UCRF Research Asst - Bleich

EDORDA: 311-2902-50200-10-110025-11250

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901130

Position Title: STRT Research Asst - Ernstrom

EDORDA: 314-5202-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Glen Ernstrom

Description: Preparing nematode media, ordering reagents, maintaining strains.

Position Number: 900123

Position Title: APP Summer Assistant

EDORDA: 311-2910-50200-10-530192-00000

Position Type: None

Department: College Advancement

Supervisor: Laura Napolitano

Description: Offer is contingent upon successful completion of a criminal background check. Offer is also contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

The student who fills this position will assist with critical program support, maintenance, and innovation roles within the Alumni and Parent Programs Office.

Responsibilities include, but are not limited to:

- Assisting with planning and managing events
- Assisting with data entry in Blackbaud
- Organizing and keeping files up to date, including office manual and Reunion handbook
- Monitoring multiple email inboxes
- Corresponding with alumni via phone and email
- Creating correspondence and executing mailings using mail merges
- Participate in office and departmental meetings
- Some evening and weekend work required

Knowledge:

- Ability to treat sensitive information with discretion
- Excellent organizational, written, and verbal communication skills
- Excellent interpersonal skills; friendly and customer service driven
- Competent use of Microsoft Excel and Word necessary
- Broad based knowledge of campus and its departments
- Professional demeanor

- College driver's license helpful but not required

Other:

The summer assistant is also responsible for assisting with Alumni College located at Bread Loaf campus (August 27-30)

Position Number: 901131

Position Title: SOAN Research Asst

EDORDA: 311-2903-50200-10-206333-00000

Position Type: None

Department: Sociology

Supervisor: Mari Price

Description: Responsibilities:

Library research; Coding data (transcripts and survey data); Some data analysis; Bibliography work

Knowledge Desired:

Familiarity with Excel, SPSS (optional), Zotero (optional)

Other:

Preference will be given to Sociology/Anthropology Majors or Minors

Position Number: 901132

Position Title: CTLR Media Assistant

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: JoAnn Brewer

Description: Responsibilities:

Assist in managing video content. Hold help sessions in computer lab to assist students with technical or conceptual problems while working on their projects.

Position Number: 901133

Position Title: Astronomy Outreach Event Assistant

EDORDA: 311-6002-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

Responsibilities:

(all parts included here)

The successful applicants will assist in planning and performing outreach events at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include becoming familiar with specific telescopes used for the events, preparing these telescopes before the events, operating these telescopes during the events, becoming familiar with the current night sky, and sharing astronomical information with others. The successful applicants will work with the Telescope Specialist who manages the observatory, its telescopes, and its events. Events and hours for this position will be irregular and primarily at night. Opportunities may exist for planning and performing astronomy outreach events elsewhere on campus or in the community.

Applicants should be familiar with the basic principles of telescopes and of the night sky. Applicants should have taken PHYS 155 or PHYS 165, should have successfully operated telescopes as part of one of these courses, or should have equivalent experience with telescopes and general astronomy. Applicants should enjoy sharing knowledge about and enthusiasm for astronomy with others during outreach events.

Experience Desired:

(see above)

Knowledge Desired:

(see above)

Other:

(see above)

Position Number: 901135

Position Title: Scott Center Summer Programming Internship

EDORDA: 311-2116-50200-10-300727-00000

Position Type: None

Department: Religion

Supervisor: Larry Yarbrough

Description: Responsibilities:

*Assist Director in surveying religious and spiritual life programs on American college and university campuses

*Assist Director in gathering data on ethics courses and programing at Middlebury College and working with faculty in planning events for AY 2014-2015

*Assist Director, chaplains, and administrative coordinator in planning and organizing staff retreat

*Assist Director in editing book manuscripts

Work with chaplaincy staff as needed

Position Number: 901134

Position Title: GEOG Research Asst - Wiseman

EDORDA: 311-2502-50200-10-300814-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Janet Wiseman

Description:

Position Number: 901138

Position Title: CSE Senior Fellow

EDORDA: #N/A

Position Type: #N/A

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

- supervisory role over other CSE Fellows -
- will provide guidance and advice to new CSE fellows through program awareness, networks, personal experience
- will share timeline of progress and monitor CSE fellows in adhering to this timeline
- will consult with CSE fellows on opportunities, locations and budget planning for internships and independent projects
- will support ongoing reflection as CSE Fellows complete internships and build toward independent projects
- will create tracking report on CSE fellows completed internships and projects - for publication on website and reporting out to Advisory Board
- will attend gatherings (meetings, meals) to help facilitate the cohort's unity

Experience Desired:

- Highly successful completion as a CSE Fellow through full two-year program completing internships and independent project, managing grant funds, participating on most CSE events (Symposium, SE class, June Forum, Friday speaker series)

Knowledge Desired:

- familiarity with the programs and hierarchy of Middlebury Center for Social Entrepreneurship
- deep /meaningful understanding of Social Entrepreneurship
- completion of a CSE Fellowship
- current awareness of potential internships and the due diligence of these opportunities to share / recommend to CSE fellows

Other:

- ability to confidently and comfortably lead peers

Position Number: 901139

Position Title: GEOG Cartographer

EDORDA: 311-2901-50200-10-301077-00000

Position Type: None

Department: Geography

Supervisor: Jeff Howarth

Description: Responsibilities:

Working collaboratively and independently, carry out field work and archival research, manage and analyze geographic data, design maps.

Position Number: 901140

Position Title: DLA Research Asst - Peaker

EDORDA: 311-2502-50200-10-300683-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Alicia Peaker

Description: Responsibilities:

The Digital Liberal Arts (DLA) Research Assistant provides content and digital tool research support to a DLA Faculty Fellow over the course of 1 - 2 semesters. DLA RAs will be paired with faculty accepted into the DLA Faculty fellowship based on their level of expertise in the content area and multimedia tools being used as a part of the project.

In addition to supporting and contributing to the DLA Faculty Fellow's specific research agenda, the student research assistant will help the Fellow assess digital methods and learn new digital technologies as needed to ensure the project's success. The student RA will also take part in the venturesome research culture fostered by DLA in conjunction with the Digital Media Tutors program and CTRLR, by attending digital research and teaching gatherings, sharing expertise, and encouraging fruitful collaboration among students, faculty and staff.

RAs are encouraged to participate in the digital media tutor program through employment as a tutor trainee or tutor.

Position Number: 901141

Position Title: PCI Senior Fellow

EDORDA: 311-6108-50200-10-611730-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Heather Neuwirth

Description: Responsibilities:

Event support, program outreach and communication, program recruiting, postering and advertising, maintaining and updating the website and other social media platforms, and miscellaneous administrative tasks.

Knowledge/Skills :

- Knowledge of InDesign and Illustrator a plus, media based communication, Microsoft Outlook
- Interpersonal, organizational, communication, and marketing skills
- Ability to work independently and flexibly

Position Number: 901142

Position Title: Student Activities Newspaper Deliverer

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Doug Adams

Description: Responsibilities:

The Middlebury SGA is proud to offer three free daily newspapers in all dining halls on campus, one which is the Wall Street Journal. The Newspaper Deliverer is responsible for the pick-up of all 50 copies of the paper from Adirondack Circle each morning and their distribution into Ross, Proctor, and Atwater dining halls. The pick-up and distribution shall take place from Monday to Saturday at approx. 8 am.

Other:

The Newspaper Deliverer must be very punctual and swift with the distribution of the papers in the morning. This person must also be able to lift and transport 25 pounds.

Position Number: 901143

Position Title: ITS Media Assistant

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Stewart Lane

Description: Responsibilities:

- Run daytime and evening screenings in support of the Film/Media Department's classroom instruction, at various classroom locations across campus but notably auditoriums (Dana, Twilight) and viewing rooms (AXN 232)
- Run weekly scheduled and/or one-time event Film/Media Department screenings notably the Hirschfield Series, Film/Media thesis screenings, and visiting filmmaker screenings
- Assist users with accessing the collections and resources of LIS, notably media and equipment collections
- Meet patrons' needs while maintaining library disciplines and procedures designed to provide a consistent, high standard of service
- Provide support as needed to Circulation and Media Services
- Assist patrons with, and troubleshoot, various media equipment, films and screening rooms and equipment
- Inspect and clean Media Collection materials including VHS, DVD, Laserdisc, and U-matic tape, as needed
- Inventory, inspect, and help repair Equipment located at Circulation and in the Main Library, as well as Smart classrooms on campus
- Refer questions and problems to the appropriate department and library resource – Circulation supervisor, Media Services, Reference Librarian, Helpdesk and other LIS departments
- Maintain security of library materials, including media, equipment, and projection room keys
- Respect and adhere to policy and law regarding confidentiality of patron records and transactions
- Total commitment to confidentiality of patron records and policies involving information access
- Required to work during exams
- Required to work evening and weekend hours
- May be required to work a set weekly schedule
- Flexibility and commitment to a work schedule and duties
- Expectation of a highly efficient use of self-directed time and appropriate decision making skills
- Expectation of ongoing training in areas of film equipment, policies and protocols, supervisory duties, and proper collection handling and management
- Expectation of modeling appropriate behavior and policies to other students at all times
- Required expertise, through ongoing training, at mini-DV projection in Dana Auditorium or other applicable venues

- Required expertise, through ongoing training, in Film/Media Department expectations and needs for classroom, public, and special event screenings
- Required expertise, through ongoing training, in various skills to provide backup for Media Services staff and events
- Other duties as assigned

Experience Desired:

- Customer service experience required
- Familiarity with common media formats (VHS, DVD, Laserdisc) required
- Outstanding communication skills required
- Ability to work responsibly with confidential information required
- Ability to work responsibly with expensive film materials and equipment required
- Maturity and competence in working independently frequently
- Creativity and competence in problem-solving under pressure as needed
- Technology and Information Literacy

Knowledge Desired:

- Current Middlebury College student
- Weekly schedule may involve specific opening and/or closing shifts, may involve specific number of hours during exam periods
- Expectation of continuing training in all areas of presentation, projection, and equipment

Position Number: 901144

Position Title: Arts Marketing Intern

EDORDA: 311-2143-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Liza Sacheli

Description: PRIMARY PURPOSE: In collaboration with Mahaney Center for the Arts (MCA) Director, develops and implements creative, student-oriented marketing efforts for the Arts at Middlebury, with the goal of increasing student attendance and making student interaction with the arts more impactful.

RESPONSIBILITIES:

Develops and implements student-oriented marketing efforts for the Arts at Middlebury. Generates creative, sustainable marketing strategies that increase student attendance at arts events.

Measures effectiveness of marketing efforts, and adjusts as necessary. Analyzes data and prepares reports on marketing results.

Coordinates student-oriented marketing/communications efforts with the College's Office of Communications via regular meetings.

Cultivates strong relationships with student-oriented media, including social media.

Studies the context of student-oriented marketing efforts within the larger landscape of marketing for the broader audience.

Collaborates with Performing Arts Series intern on marketing efforts related to that program.

Forecasts budget needs for student-oriented marketing efforts, and manages existing resources carefully.

Attends local and regional arts consortium meetings and conferences with MCA staffers as appropriate.

Prepares final report on marketing efforts throughout the year, and makes recommendations for future actions.

(general)

Works cooperatively with others and accepts direction from supervisors.

Participates in the development and implementation of Mahaney Center for the Arts goals and objectives.

Maintains flexibility and willingness to contribute to the resolution of problems.

Other duties as assigned.

Experience Desired:

Education/experience in the arts, arts administration, and/or marketing and communications helpful.

Strong writing, design, technology, and social media savvy helpful.

Knowledge Desired:

Demonstrates strong decision-making and problem-solving skills.

Demonstrates strong competence with computers and technology, particularly word processing programs, graphics, and web authoring software.

Knowledge of standard copy editing and proofreading styles (APA, Chicago) helpful.

Other:

Some evening and weekend work required.

Must be able to work at a computer for several hours a day.

Ability to lift 25 pounds occasionally.

Position Number: 901145

Position Title: ART Johnson Media Lab Peer Tutor

EDORDA: 314-1408-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Megan Curran

Description: Responsibilities:

Provide on-site tutoring in Adobe Suite and architectural rendering programs, especially Photoshop, InDesign and Sketch Up. Help maintain a clean, organized work environment in the JHN 414 and JHN 206 media labs. Assist students with Johnson Plotter use. Update signage in labs as needed.

Experience Desired:

Experience working in Adobe Suite and architectural studies software programs (ie Sketch Up, AutoCAD, Revit).

Experience working in one-on-one or group tutoring

Strong communication skills.

Reliable and punctual

Knowledge Desired:

Adobe Suite program use

Sketch up and sketch up pro

Digital image formatting/archiving knowledge

Plotter printing knowledge

Other:

Must be able to work Sunday and Tuesday evenings.

Position Number: 901148

Position Title: Printing Services Graphic Artist

EDORDA: 314-3310-50200-10-000000-00000

Position Type: None

Department: Reprographics

Supervisor: Steve Goodman

Description: Responsibilities:

Creates artwork using electronic programs for individual and departmental needs. This includes posters, flyers, business cards and other related college publications.

Other:

Individual must have an eye for quality and be artistic.

Position Number: 901147

Position Title: Dining Marketing Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Responsibilities:

Help create and maintain the social media pages (Facebook, Twitter, etc.) for dining services.

Knowledge Desired:

Must have computer knowledge and knowledge of various social media programs.

Position Number: 901146

Position Title: NSF Research Asst - Ryan

EDORDA: 311-2115-50200-10-630060-11492

Position Type: None

Department: Geology

Supervisor: Peter Ryan

Description: Responsibilities:

Preparation of mineral and geochemical standards for X-ray diffraction and ICP spectrometer analysis, as well as analysis of samples.

Experience Desired:

>6 weeks research experience on these instruments.

Position Number: 901149

Position Title: Chinese Language Tutor - Pyle

EDORDA: 311-2601-50200-10-202033-11633

Position Type: None

Department: Economics

Supervisor: Will Pyle

Description: Responsibilities:

Meet with me to practice my Chinese language. Both oral comprehension and speaking. Supplement my classwork in Chinese 201.

Experience/Knowledge Desired:

Excellent speaker of Chinese. Responsible.

Position Number: 901150

Position Title: Oratory Coach

EDORDA: 311-2110-50200-10-211653-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Ben Powers

Description: Responsibilities: ● Coaches must successfully complete Oratory Coach Training and subsequent re-certification training each semester. ● Provide coaching in public speaking to peers. Clients may also include faculty and staff, and community members. ● Working closely with the Oratory Now Associate Director and Coaching Coordinator(s), plan and deliver workshops to support faculty and students with speaking assignments: ○ Communicate promptly by email ○ Be on time and prepared for meetings and sessions ○ Keep Google Docs, spreadsheets and calendar up to date Oratory Coaches typically work 4-6 hrs/ week, occasionally up to the 20 hr/week maximum. Additional assignments may include: ● Production of public speaking events, such as the First Year Symposium, Spencer Prize, Parker Merrill, and NER Out Loud ● Instruction of the OratoryX PE class ● Remote Oratory Coaching via Zoom and Video Annotation. ● Recruitment and training of new Oratory Coaches. Experience Desired: ● Outstanding communication and organization skills, self-motivation, and ability to prioritize. ● Demonstrated professional experience with teaching, mentoring, and/or coaching preferred. ●

Significant skill and experience with public speaking (competitions, debates etc) preferred but not required. • Multilingual candidates preferred. Preferred Interests / Skills: • Event management/production • Storytelling • Community building • Persuasive communication, debate • Writing, rhetoric

• Theatre, music • Curriculum development, training • Somatic communication, “body as instrument” • Graphic design, visual rhetoric, poster design, website development, marketing strategy, social media • Pitching, sales/marketing, cold calling • Photography, videography • Data management • Fundraising, advocacy • Volunteering

Position Number: 901160

Position Title: SoE Research Asst

EDORDA: 311-2116-50200-10-510066-00000

Position Type: None

Department: Biology

Supervisor: Steve Trombulak

Description: Responsibilities:

Develop the photographic archive from the photo library generated during the 2014 session of the Middlebury School of the Environment. Responsibility for this involves culling, labeling, and collating photos into a digital archive made available on-line for purposes of marketing and alumni relations.

Experience Desired:

An alumnus of the Middlebury School of the Environment 2014 so that the identities of all participants and activities are known for labeling.

Knowledge Desired:

Knowledge of on-line photograph archiving software a must.

Position Number: 901163

Position Title: NSF Gent. Research Asst - Nelson

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department: Geography

Supervisor: Peter Nelson

Description: Responsibilities:

Student research assistants will work with the PI compiling a statistical database of indicators of rural gentrification. They will draw on sources of statistical data from US, UK, and French federal agencies. In addition, student research assistants will work with the PI collecting references to gentrification in both scholarly literatures and news media from US, UK, and French Sources. Students must also complete the required CITI research ethics training.

Experience Desired:

Coursework in geography, GIS skills, experience managing databases.

Knowledge Desired:

Familiarity with the concept of gentrification; GIS skills; familiarity with databases including lexis/nexis and scopus; ability to speak French and/or Spanish (desired)

Other:

Geography Majors preferred.

Position Number: 901167

Position Title: Beginning Chinese Tutor

EDORDA: 311-6108-50200-10-610235-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Students hired to this position will be either native speakers of Chinese or non-native speakers of Chinese who have acquired at least intermediate Chinese language proficiency. Students in Beginning Mandarin Chinese (CHNS 0101, 0102 and/or 0103) who are performing poorly on quizzes and tests, or who show other signs of failing to master material, and students who have fallen due to illness will be offered the chance to work with a Beginning Chinese Tutor at the discretion of the instructor. Students hired as Beginning Chinese Tutors will work with students in Beginning Mandarin Chinese (CHNS 0101, 0102 and/or 0103) individually or in small groups of 2 to 4 students. The Beginning Chinese Tutor/s job will be not only to explain material and help students practice material, but also to help students learn study habits and techniques that are effective when one is learning Mandarin as a second language. No preparation for any given tutoring session will be required of the Beginning Chinese Tutor.

Position Number: 901165

Position Title: Ceramics Studio Maintenance

EDORDA: 314-1405-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: David Kloepfer

Description: Responsibilities:

The ceramics studio maintenance position will require 2 hours commitment every other week. Responsibilities will include recycling clay, mopping floors, as well as cleaning equipment and tools. Ideally, the employee will have experience working in a ceramics studio, and is comfortable with occasional heavy lifting. The employee will work with the Middlebury College Ceramics club to take specific direction in each session.

Position Number: 901166

Position Title: Comm. Web Researcher & Analyst

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Elizabeth Gronlund

Description: Responsibilities:

Support the research and analytics needs of Communications using Google Analytics. Gain an understanding of how Google Analytics works and develop dashboards and reports that provide data to inform web page optimization for the achievement of web goals. Analyze web traffic, sources, clicks, etc. to inform marketing initiatives.

Experience Desired:

Prior experience with market research in any capacity.

Knowledge Desired:

Interested in data analysis that informs decision making. Comfortable navigating the web and using social media.

Other:

We are looking for an individual who is a self-starter, can research and learn new things independently, and is a logical thinker with an inquiring mind.

Position Number: 901168

Position Title: ITS Media Lead

EDORDA: 314-3321-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Mack Pauly

Description: Responsibilities:

The primary function of the ITS Media Lead is to supervise and offer guidance for other ITS Media students as well as provide both basic and advanced technical support for events and screenings, as well as the following items:

Working with senior staff to schedule, train and offer general guidance to ITS Media student works.

Using technology already provided in event locations as well as setting up portable equipment as necessary.

Arriving on time for events and maintaining an accurate and up-to-date schedule of work.

Using the ITS ticketing system to track information about events leading up to them and promptly filling out an event report once the event has occurred.

Supporting audio and video technology at Middlebury College events and screenings.

Arrive early at events and communicate effectively with event organizers about the technology they'll be using for their event.

Work as a part of a team of students and staff to collaboratively share best practices and work to improve audio video systems and support.

Basic troubleshoot of A/V related issues

Possessing deeper understanding of technology and technical systems, which allows for systematically troubleshooting advanced issues with positive results.

Working with senior staff to support complex events including but not limited to video conferences, online courses, recordings, and events requiring audio mixing.

Training and supporting other student employees.

Maintain security of media services materials, including media, equipment, and projection room keys.

Respecting and adhering to policy and law regarding confidentiality of patron records and transactions

May be required to work during exams

May be required to work evening hours

May be required to work a set weekly schedule

Expectation of self-directed time and appropriate decision making skills

Expectation of one-time training, with refresher training sessions as needed or requested

Expectation of modeling appropriate behavior and policies to other students at all times

Experience:

1-2 years of IT / AV support experience or equivalent skills.

Some supervisory experience preferred.

Customer service experience preferred.

Familiarity with College smart classrooms is preferred.

Library and information services experience preferred.

Familiarity with common media formats and A/V technology (DVD, HDMI, VGA, etc.) preferred.

Maturity and competence in working without direct supervision as needed

Knowledge/Skills:

Basic computer hardware and software skills.

Basic understanding of A/V systems.

Effective communication and time management skills required.

Position Number: 901170

Position Title: Retail Food Ops Catering

EDORDA: 311-2107-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Paul Dow

Description: Responsibilities:

- Works individually or in a group to ensure proper service methods and procedures are delivered for all catered events. Helps others when necessary.
- Responsible for ensuring that the function room is set and food service is ready before guests arrive.
- Provides the catered event services including working with food items, bar area set-up and service, cleanup and breakdown.
- Must have knowledge of the flow and direction of the event.
- Must be able to work quickly and carefully while carrying trays of plated food with a pleasant and professional demeanor.
- Use effective communication when speaking with guests, fellow wait staff, the kitchen or the managers.

- Knowledge of all the menu items is necessary for each function. Being able to identify and communicate potential allergens to guests is extremely important.
- Promotes a comfortable environment for guests.
- Follows direction of the Dining Room Manager as to the pace and timing of service, anticipates needs and anticipates problems that have the potential to result in conflict.
- Assumes responsibility for the care, upkeep of all Middlebury College catering and kitchen spaces and all equipment during catering functions.
- Must have knowledge of the flow of a function and be able to adjust as necessary and on a moment's notice. Flexibility is a must.
- If event takes place outside of The Grille, it may be necessary to return to the Grille to continue cleanup activities.

Experience Desired:

1-2 years of experience in catering/restaurant/commercial food service preparation and production to ensure proper and professional service is preferred.

Knowledge Desired:

Must have knowledge of proper serving techniques and standards. Must have a basic knowledge of food safety and sanitation.

Other:

Physical Demands:

Must be able to lift 10-20 lbs. frequently during the day and up to 50 lbs. a few times each day. Must be able to push and pull up to 100 lbs. with assistance. Requires long periods of time standing and frequent walking. Also requires frequent bending and reaching. A high level of activity is required throughout the shift, and must be maintained.

Work shifts may occur during any time of the day, seven days per week on the Main Middlebury Campus or the Bread Loaf Campus. Appropriate attire, grooming and adherence to professional standards a must. Punctuality is essential.

Position Number: 901171

Position Title: Research Analyst Asst - Shapiro

EDORDA: #N/A

Position Type: #N/A

Department: Writing Program

Supervisor: Shawna Shapiro

Description: Responsibilities:

Documenting college writing survey entries and analyzing data under the supervision of Shawna Shapiro.

Experience Desired: Research experience and social science data analysis (statistics) required.

Position Number: 901172

Position Title: Subprime Lending Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Geography

Supervisor: Peter Nelson

Description: Responsibilities:

Compile data from the HMDA loan level records at the census tract level

create a series of maps showing the distribution of high cost loans across metro and non-metro regions.

Create a tract level database of socioeconomic variables to assist in explaining the uneven distribution of high cost loans.

Experience Desired:

Two or more courses in geography.

Experience working with public data sets.

Knowledge Desired:

Understanding of Excel

Knowledge of ArcGIS

Position Number: 901176

Position Title: CCE Trips Coordinator

EDORDA: 311-2911-50200-10-000000-11452

Position Type: None

Department:

Supervisor: Ashley Laux

Description: Responsibilities:

Work to plan and implement all aspects of the February Community Engagement Trips program and spring MiddView Community Engagement leader training, with advising from the Associate Director of the Center for Community Engagement and Assistant Director of Orientation. The person in this position will select and train student leaders; work with community partners to design engagement opportunities; plan and arrange trip logistics including transportation; design and implement leader training program, including leader site visits; serve as primary contact person for prospective participants, leaders, and other interested parties; serve as on-call contact person when trips are on-site; and other duties as assigned. Must be willing to work some weekends, and evenings during J-Term. This position begins in October and ends in May, with the potential for right candidates to continue to work on the MiddView Trips program.

Experience:

- Current Middlebury student
- Past experience working in the Center for Community Engagement, participation or leadership in Service Cluster Board student organizations or previous experience leading MiddView. Previous experience with community service, service-learning, and/or some familiarity with community service in Addison County preferred.
- Experience in peer-leadership roles
- Experience as a facilitator desired
- Meticulous organizational skills and attention to detail. Ability to manage and prioritize multiple tasks;
- College van license helpful but not required
- Students from diverse backgrounds and interests are highly encouraged to apply.

Position Number: 901173

Position Title: FRAF Research Asst - Munroe

EDORDA: 311-2911-50200-10-000000-11555

Position Type: None

Department: Geology

Supervisor: Jeff Munroe

Description:

Position Number: 901174

Position Title: FRAF Research Asst - Stroup

EDORDA: 311-2911-50200-10-000000-11403

Position Type: None

Department: Political Science

Supervisor: Sarah Stroup

Description:

Position Number: 901175

Position Title: FRAF Research Asst - MBMedard

EDORDA: 311-2505-50200-10-207023-00000

Position Type: None

Department: Environmental Studies

Supervisor: Merrill (Mez) Baker-Medard

Description:

Position Number: 901177

Position Title: AOE Research Asst

EDORDA: 311-6108-50200-10-300856-00000

Position Type: None

Department:

Supervisor: Tiffany Sargent

Description: Responsibilities:

Per Academic Outreach Endowment grant, work with the faculty director of the project to provide research and report.

Take instruction from faculty director as to the nature of the research and the methods to complete the assignment.

Work independently on gathering focused research statistics, report results to faculty director, produce final report for recommendations in project area.

Experience Desired:

Majoring in and/or previous internship opportunity in the project focus/concentration.

Knowledge / familiarity in the topic area of the AOE grant project (i.e. environmental impact, economic development, community program interest/need statistics, etc).

Position Number: 901179

Position Title: MiddView Training Advisory Board

EDORDA: 311-2103-50200-10-530200-00000

Position Type: None

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Responsibilities:

With advising from the Director of Outdoor Programs, the Associate Director of Community Engagement and the Orientation Coordinator, members of the MiddView Training Advisory Board will develop and implement curriculum for trainings session for MiddView Trip leaders. We are looking to hire 4 individuals, 3 to work on wilderness trainings and 1 to work on community engagement trainings. MiddView Training Advisory Board members will work as a team to design learning outcomes on predetermined training topics; construct engaging lesson plans; create skills rubrics; plan and arrange logistics of spring training sessions including, times, dates and leader attendance; implement lesson plans; assist new leaders in evaluating their skills and areas of improvement; may help read and evaluate MiddView Trip Leader applications. Members must be willing to commit 5 hrs a week, with evening and weekend work required.

Experience Desired:

- Current Middlebury student
- Experience/or interest in curriculum writing, and leadership development
- Past experience working in areas including but not limited to; outdoor education, community engagement, Vermont history and culture.
- Student involvement in the Community Engagement Office, participation or leadership in Service Cluster Board student organizations, leadership in various student organization positions, Middlebury Mountain Club or previous experience leading MiddView
- Experience in peer-leadership roles
- Meticulous organizational skills and attention to detail

Position Number: 901180

Position Title: DLA Technical Assistant

EDORDA: 311-2129-50200-10-000000-00000

Position Type: None

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Responsibilities:

Provide guidance, mentoring, and instruction to students in support of the video component of the designated course. Plan and present at least one hardware and one software workshop in class or outside of class for up to 15 students. Troubleshoot hardware and software issues as they relate to video production. Answer hardware, software, or conceptual video production questions in class or during designated work sessions.

This position is approved for up to 35 hours per semester.

Experience Desired:

Video Production Experience required.

Video Editing Experience required, Adobe Premiere Pro experience preferred.

Completion of Adventure Writing preferred.

Knowledge Desired:

Basic knowledge of film-making concepts and best practices.

Basic knowledge of lighting with emphasis on interview lighting.

Proficiency with prosumer level video cameras and accessories.

Other:

Must be able to attend designated course classes without scheduling conflicts.

Position Number: 901181

Position Title: SPAN Teaching Assistant

EDORDA: 311-2901-50200-10-301077-00000

Position Type: None

Department: Spanish and Portuguese

Supervisor: Kelli Shuttleworth

Description: Responsibilities:

Assist the instructor in classroom activities; conduct tutorials outside of class; evaluate/grade homework.

Knowledge Desired:

Must be fluent in Spanish

Position Number: 901183

Position Title: Corpus Linguistics Research Asst

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Chinese

Supervisor: Hang Du

Description: Responsibilities:

To help Hang Du transcribe recorded conversations in Chinese between her and students of Chinese into Chinese characters.

Experience Desired:

This position requires basic computer skills of typing Chinese characters into WORD documents. Some familiarity with English speakers speaking Chinese is desirable.

Knowledge Desired: Native or near-native proficiency of Mandarin Chinese.

Position Number: 901189

Position Title: Real Food Challenge Intern

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Jack Byrne

Description: Middlebury participates in the Real Food Challenge which is a national initiative to shift food purchasing in higher education toward food that is local, ecologically grown, fair and humanely produced. The College has set a goal of 30% Real Food by 2016 from its current level of 23%. An

essential part of the effort is an audit of purchasing for key months to gauge progress toward the goal. The Real Food Intern will work with the Office of Sustainability Integration and Dining Services and the Real Food Challenge Coordinator to audit three months of food purchasing receipts, ascertaining whether purchases meet one or more of the Real Food criteria, and entering the data into the Real Food Calculator which is an online database for calculating and tracking purchases. The effort will build on work previously done by last year's interns. The Coordinator and interns will also produce a summary report of the audit findings will also be produced by the coordinator and interns for use in reaching the College's goals for Real Food purchasing.

Position Number: 901188

Position Title: Real Food Challenge Researcher

EDORDA: 311-2901-50200-10-301077-11363

Position Type: None

Department: Environmental Affairs

Supervisor: Jack Byrne

Description: Middlebury participates in the Real Food Challenge which is a national initiative to shift food purchasing in higher education toward food that is local, ecologically grown, fair and humanely produced. The College has set a goal of 30% Real Food by 2016 from its current level of 23%. An essential part of the effort is an audit of purchasing for key months to gauge progress toward the goal. The Real Food Coordinator will work with the Office of Sustainability Integration and Dining Services and up to three Real Food interns to conduct this audit during Spring Semester. The job involves overseeing the successful completion of auditing three months of purchasing receipts, ascertaining whether purchases meet one or more of the Real Food criteria, and entering the data into the Real Food Calculator which is an online database for calculating and tracking purchases. The effort will build on work previously done by last year's interns. The Coordinator and interns will also produce a summary report of the audit findings for use in reaching the College's goals for Real Food purchasing.

This position involves managing and supervising the work of interns to assure timely completion of projects and reports; review and approval of work quality and accuracy of data entries and summaries, planning and executing presentations of results and coordination of the team of interns involved in presentations.

Position Number: 901184

Position Title: DLA Holocaust Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Geography

Supervisor: Anne Knowles

Description: Responsibilities:

Work with Anne Knowles and two other student RAs to (1) build a prototype historical GIS database of Eastern European ghettos; (2) use GIS and other spatio-temporal data visualization methods to explore the geography and attributes of ghettos; (3) develop a map animation that connects the development of ghettos to the development of the SS concentration camp system; (4) if time allows, help the team develop methods for visualizing the spatial and temporal content of Holocaust survivors' video testimonies.

Experience Desired:

Must have taken GEOG0120 (Introduction to GIS) plus one advanced course in geospatial methods (300-level or above).

Experience with historical research or database development -- having both, a plus.

Experience with cartography or other modes of geovisualization required.

Knowledge Desired: Background knowledge of the Holocaust desirable but not required.

Other:

Ability to sustain concentration; ability to tolerate tedium for the sake of making break-throughs; ability to commit a total of at least 50 hours to the project during spring semester.

Position Number: 901190

Position Title: Research Assistant (Index 265847)

EDORDA: 311-2911-50200-10-000000-11450

Position Type: None

Department: Sociology

Supervisor: Peggy Nelson

Description: Responsibilities:

Research assistance (interviewing, coding, data analysis).

Position Number: 901159

Position Title: FRAF Research Asst - Van Order

EDORDA: 311-2911-50200-10-000000-11547

Position Type: None

Department: Italian

Supervisor: Tom Van Order

Description:

Position Number: 901192

Position Title: FRAF Research Asst - Soltan

EDORDA: 311-2911-50200-10-000000-11534

Position Type: None

Department: Arabic

Supervisor: Usama Soltan

Description:

Position Number: 901193

Position Title: FRAF Research Asst - Silva

EDORDA: 311-2142-50200-10-000000-00000

Position Type: None

Department: Spanish and Portuguese

Supervisor: Daniel Silva

Description:

Position Number: 901194

Position Title: ENVS Student Events Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Studies

Supervisor: Molly Costanza-Robinson

Description: Responsibilities:

The student in this position will contribute to the campus-wide planning and coordination of student contributions to the Fall 2015 celebration of the 50th anniversary of the ES Program. Planning and coordination will involve gathering student ideas; contacting students and putting students into contact

with each other and with campus resources about their ideas and events; prompting students on deadlines; record keeping (status of various initiatives, followup needed, calendar of events).

Knowledge Desired:

Student needs to be comfortable contacting and working with other students, faculty, and staff; needs to be highly organized, detail-oriented, reliable, efficient with their time, and communicative with supervisor and others. A positive attitude is essential. Knowledge of and experience with student activities/clubs/groups on campus and associated resources is desired.

Position Number: 901195

Position Title: Special Collections Research Asst

EDORDA: 311-2911-50200-10-000000-11514

Position Type: None

Department: Library

Supervisor: Danielle Rougeau

Description: Responsibilities:

- Works collaboratively with special collections staff to promote our rare and valuable collections, particularly sound recordings and visual materials, to students, faculty, and the broader community.
- Develop new and innovative approaches for effective outreach, including, but not limited to social networking, exhibitions, and events.
- With guidance from Special Collections staff, participate in technical aspects of Special Collections including, but not limited to: digitizing photographs and other documents; assisting researchers; interpreting archival artifacts, and editing film and photographic archives.

Experience Desired: Preferred: An interest in audio-visual archives.

Knowledge Desired:

A keen interest in history, literature, literary history and texts of all kinds; an interest in museum studies and archival and library studies; an inquisitiveness for historical and cultural artifacts in many forms such as books, films, audio recordings and born-digital archives. Excellent oral and written communication skills. Demonstrated ability to work independently and to contribute to a collaborative environment.

Position Number: 901196

Position Title: FRAF Research Asst - Abe

EDORDA: 311-2901-50200-10-301077-00000

Position Type: None

Department: Japanese Studies

Supervisor: Sayaka Abe

Description:

Position Number: 901197

Position Title: DLA Research Assistant - Burch

EDORDA: 311-2504-50200-10-000000-00000

Position Type: None

Department: American Studies

Supervisor: Susan Burch

Description: Responsibilities:

The research assistants will produce a digital visualization of the complex, culturally and historically conditioned relationships among individuals and kin who were taken to the Canton Asylum for Insane Indians or affected by their kin having been taken there (from 1850 to 2015). RAs will document the process of creating the visualizations as part of the project.

Experience Desired:

Experience with cartography, network analysis, creating digital visualizations, using large digital databases. Experience with GIS not required but may be beneficial.

Knowledge Desired:

Knowledge of network analysis and visualization and facility working with programs such as Gephi, Tableau, and Adobe Illustrator.

Position Number: 901198

Position Title: CCI Student Staff Coordinator

EDORDA: 311-6108-50200-10-610689-00000

Position Type: None

Department: Center for Careers and Internships

Supervisor: Rachel Connor

Description: Responsibilities:

- Work cooperatively with others and accepts direction from supervisors*

- Main contact for all student employees re: reception desk scheduling*
- Train student employees*
- First contact re: MOJO requests from CCI staff *
- Provide coverage of reception desk, especially during peak Career Services Drop-In hours from 2-5 p.m.*
- Assist with data entry and various projects during time at front desk on an as-needed basis*
- Answer phones; distribute mail*
- Greet students and other visitors to Adirondack House*
- Make appointments using Microsoft Outlook*
- Write and update Careers in the Common Good Wordpress blog weekly
- Maintain order in office by checking and refilling paper in printers, photo copier, and fax machines as needed
- Must handle confidential information in a discreet manner
- Perform other duties as assigned.

—*Denotes essential job functions—

Experience Desired:

- Supervisory skills – must be able to coordinate schedules of 5-7 student staff to fully cover the CCI reception desk.
- Must have worked at the CCI reception desk for at least 1 year
- Must have experience with student leadership as this position will help orient/train all new employees
- Must have extensive experience with MOJO and ability to train new students on using the MOJO database
- Reliable/strong commitment to position
- Pleasant demeanor
- Patience with the public being the first point of impression at CCI
- Work well under pressure
- Must be organized, detail-oriented, a clear communicator, and able to work independently
- Must be able to work cooperatively with others and accept direction from supervisor
- Computer software experience essential, including MS Office, (Word, Outlook, Excel)
- Strong familiarity with Internet software applications, (Google Apps, Social Media, Blogs, etc.).

- Experience with CCI's online databases preferred, (MidNet and MOJO).
- Dress appropriate for professional office work. Adirondack House maintains a Dress Code policy.

Other:

Underclassmen and students with diverse backgrounds and interests are encouraged to apply.

Position Number: 901199

Position Title: Summer Marketing & Media Intern

EDORDA: 311-6108-50200-10-000000-12033

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Doug Adams

Description: Responsibilities:

Are you an expert content creator on Facebook, Twitter, Instagram, Pinterest, Reddit, YouTube, or WordPress? Do you love making videos? Do you obsess about breaking news and hot events that are trending on campus? Are you a highly-involved student that can't wait to tell the world?

We are looking for outstanding students to develop social media, marketing, and communications for Residential Life and Housing at Middlebury. This fall, we're launching some exciting new media initiatives and are in need of a student to help create this new program.

Roles and Responsibilities:

General

Participate as a member of the ResLife team with professional staff and summer interns.

Create and develop a vibrant and cohesive media outreach program for Residential Life.

Participate in planning meetings, assist in program development

Specific Responsibilities

Create new web and media content

Update the Residential Life website and affiliated social media

Brainstorm with and interview students about possible content areas.

Work with Communications and the Commons for different aspects of the Residential Life media strategy.

Help as needed with additional duties that emerge over the course of the summer.

Help create and implement assessment tools

Experience Desired:

Demonstrated knowledge of web design, graphic design, photography, and videography

Advanced experience using most social networks including the following: Twitter, Facebook, Instagram, Google+, Pinterest, Reddit, WordPress, Tumblr, etc.

Strong writing skills

Experience creating content using some or all of the following: Photoshop, Illustrator, iMovie, Final Cut Pro, Adobe Premiere, or other graphics, photo, and video editing software

Extensive knowledge of Middlebury College and its history, students, academics, campus life, and traditions

Enthusiasm for Middlebury College

A positive attitude and an interest in learning, thinking creatively, and working as a member of a team

A commitment to work from July through September 15, 2015

Excellent computer, communication, and office skills

Experience with Drupal, Adobe InDesign, Photoshop, and iMovie and/or FinalCut Pro is preferred.

Ability to stay highly organized

Sense of humor

Knowledge Desired:

Preferred Skills and Availability

Significant social network

Experience with social media management using tools such as HootSuite, Tweetdeck, Tweetbot, etc.

Involvement in organizations, clubs, activities, and event planning

Creative writing, marketing, communications, journalism experience

Ability to work at least part of the time remotely and after business hours and weekends for events

Position Number: 901200

Position Title: Transfer and Exchange Orientation Intern

EDORDA: 311-2504-50200-10-301072-00000

Position Type: None

Department: Dean of Students

Supervisor: Erin Morrison

Description: Orientation Interns serve as critical members of the College's MiddView planning team. They help to design and coordinate all aspects of the MiddView experiences that provide small-group connections amongst new students to ease their transition to college. The Orientation and Transfer and Exchange Intern also has a lead role in shaping and developing the transfer and exchange student experience as a part of orientation as well as supporting leader training. Job Tasks may include but are not limited to: Developing and implementing a vision and schedule for transfer and exchange orientation programs Communicating regularly with incoming transfer and exchange students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned Work with MiddView planning team to plan and implement all student orientation events and programs during Middview, including managing registration, supporting move in day and other orientation programs as needed. Communicate directly with over 50 community and campus partners to develop mutually beneficial experiences that engage with, but not limited to, campus departments, local business, parks, and museums. With guidance from the MiddView planning team, assist in developing a leader training for Leaders that provides them with the opportunity to evaluate and deepen their awareness of personal values and learn about our local communities that support safe and meaningful experiences. Experience and skills that will make candidates especially successful: Current Middlebury studentIt is helpful if interns have been involved in transfer and exchange student programs in the past.Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury.Ability to work independently on projects and collaborate with team members.Experience/interest in curriculum writing and leadership developmentStrong organizational skills Time Commitment:Spring part time (5 hours per week); Summer (June through September) commitment is part-time (20 hours per week).

Position Number: 901201

Position Title: Language in Motion Driver

EDORDA: 311-2911-50200-10-000000-11395

Position Type: None

Department:

Supervisor: Kristen Mullins

Description: Responsibilities:

The responsibilities of this position include picking up (and returning) reserved college vehicles and driving Middlebury College students who are making Language in Motion presentations to and from Addison County secondary schools. You may be asked to take photos of presentations and pick up presenter evaluations at the Community Engagement office as well

Experience Desired: This position requires a college driver's license.

Knowledge Desired:

Language in Motion drivers must be extremely reliable, on-time, and be able to represent the college and program with a warm, professional demeanor.

Other:

This position will likely offer 3-6 hours of work per week for the remainder of the semester. We are looking for one or two people who can begin right away.

Position Number: 901202

Position Title: FRAF Research Asst - White

EDORDA: 311-6108-50200-10-611730-00000

Position Type: None

Department: Japanese Studies

Supervisor: Linda White

Description:

Position Number: 901203

Position Title: SGA Recording Secretary

EDORDA: 311-2901-50200-10-630057-00000

Position Type: None

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Responsibilities: Attend weekly SGA Senate and Cabinet Meetings for the purpose of taking accurate and details minutes; Prepare and disseminate the minutes to the members of the cabinet, senate, and adviser in accordance with the SGA Bylaws; Experience Desired: Ability to take accurate and complete minutes;

Position Number: 901204

Position Title: Hakka Society & Culture Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Sociology

Supervisor: Ellen Oxfeld

Description: Responsibilities: This position includes gathering and preparing summaries of materials from Chinese language sources in China, and additionally from scholarly publications in English and Chinese, that focus on rural returns and ritual during the Lunar New Year in China. Materials on southeast China will be particularly useful. Experience Desired: The student needs to be a native speaker of Chinese and have some background in anthropology. Knowledge Desired: The student needs to have some background in the study of the culture and society of China.”

Position Number: 901205

Position Title: SOAN Project Assistant

EDORDA: 314-3321-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Pamela Berenbaum

Description: Responsibilities:

Conduct background research, identify community organizations of interest and recruit staff participants, develop interview instrument, interview organizational representatives, write summary document and prepare it for publication. Remain neutral, professional, and respectful while gathering and documenting interviewees' opinions and opposing points of view.

Experience Desired: Interviewing and report writing.

Knowledge Desired: Knowledge of determinants of health and domestic public health policy.

Other: Confidence, respectfulness, professionalism.

Position Number: 901206

Position Title: Midd Cakes Baker

EDORDA: 311-6104-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Tammy Iffland

Description: Responsibilities:

Make cupcakes to serve in retail foods locations. Test recipes and create menu ideas. Keep costs to a minimum. Train new bakers.

Position Number: 901207

Position Title: Cook Commons Sound System Manager

EDORDA: #N/A

Position Type: #N/A

Department: Commons Office - Cook

Supervisor: Francisca Drexel

Description: Responsibilities:

Care of the Commons sound system, including:

Inventorizing equipment and being sure it all works

Making sure the equipment is neatly put away and easily accessible

Works with students/student groups to sign out/sign in the equipment as may be needed

If there is a problem with the any individual piece of equipment, notifying Cook Coordinator to help facilitate repairs

Knowledge Desired:

Some sound system experience is nice but not required.

Other:

Reliable

Answers requests for equipment in a timely fashion

Position Number: 901208

Position Title: MuseumWorks Intern

EDORDA: #N/A

Position Type: #N/A

Department: Museum of Art

Supervisor: Jason Vrooman

Description: Offer is contingent upon successful completion of a criminal background check.

Museum Summer Intern

Become familiar with the wide-ranging missions of the Sheldon Museum of Vermont History (founded in 1882 and considered the oldest community-based Museum in the country) while contributing to a variety of projects including exhibits, archival work, and special events. henrysheldonmuseum.org

Responsibilities

The Sheldon Museum Intern will work with the Executive Director, Associate Director, and Archivist on a variety of projects related to objects in the permanent collection, archives in the Research Center, summer events, upcoming exhibits, and marketing. Potential projects include mounting three small permanent collection displays of objects in the permanent collection.

Gallery Summer Intern

Assist the Vermont Folklife Center's Director/Curator with the Vision & Voice Gallery. The Vision & Voice Gallery and Workspace provides a site for the planning, development, and exhibition of new documentary work that embraces the challenge of Ethnographic inquiry—opening a window on the fabric of everyday life and the richness and diversity of our common humanity—with the goal of making Vermonters from all walks of life more visible to one another. www.vermontfolklifecenter.org

Responsibilities

The Gallery Summer Intern will work with the Vermont Folklife Center team under the supervision of the Director/Curator on diverse aspects of the Vermont Folklife Center's ongoing exhibition program. The Gallery Summer Intern will also assist in systematizing the Folklife Center's exhibit touring program by formalizing relationships with exhibit venues statewide and developing a storage protocol. The Intern will also develop strategies to boost gallery visitation by researching creative uses of conventional and social media to build audiences.

Curatorial Summer Intern

Work with the Chief Curator on a variety of research and writing projects involving exhibitions and the permanent collection of the Museum.

Responsibilities

The Curatorial Summer Intern must be highly motivated and able to work independently. Her/his projects will include researching and writing catalogue entries for inclusion in a handbook of the Museum's collection. The intern will also conduct independent research on artworks under consideration for acquisition or exhibition. Previous experience with the history of photography and the work of Keith Haring is highly desirable for work on upcoming exhibition projects.

Education Summer Intern

Work with the Curator of Education and Academic Programs to develop new programs for the Education program, which serves local children, Middlebury College students, and the general public.

Responsibilities

The Education Summer Intern assists the Curator of Education and Academic Programs with a variety of tasks related to the Education Department and the Museum Assistants Program. Key projects will include:

- researching and creating a self-guided introductory tour of the Museum's permanent collection;
- working with the Curator of Education to research, develop, and implement a program serving the needs of senior citizens;
- identifying and serving as a liaison with Middlebury College professors whose teaching would benefit from interaction with the Museum;
- and working with the Curator of Education and Web Master to devise and generate content for a new social media strategy for the Museum.

College Collection Summer Intern

Assist the Museum Registrar with various projects related to the maintenance of the College collections. This intern must be able to work independently and professionally, as the intern will represent the Museum in offices across the campus. The intern must also

Responsibilities

The College Collection Summer Intern is responsible for continuing the annual inventory of artwork on view across Middlebury's campus. This is a self-directed internship requiring contact with numerous College departments, maintenance of a collection database, photography skills, and careful record keeping. Experience working with FileMaker Pro, the Museum's collections database software, is essential, as is attention to detail. Time is split between working in various locations on campus and working in the Museum. The College Collection Summer Intern will gain museum experience by occasionally assisting with the day-to-day operations of the Museum Registrar's office and by working with other staff members responsible for the care of the Museum's permanent collection.

The intern must be comfortable with public speaking, as s/he will be expected to develop and deliver a tour of public sculpture on the campus. In addition, all Middlebury College Museum of Art summer Interns may be asked to act as substitute receptionists, as necessary, to cover absences.

In addition to their departmental duties, all MuseumWorks Summer Interns will meet one day a week for professional development. Interns will collaborate to curate an exhibition, to open to the public in late July. Please refer to the MuseumWorks Summer Internship Program description for further details.

Knowledge

- Excellent research, writing, editing, and proofreading skills
- Computer literacy: Microsoft Office Suite essential; Audacity or Adobe Audition, FileMaker Pro, Photoshop, and Illustrator helpful. InDesign and Illustrator skills highly desirable; ability to scan images and create PowerPoint presentations important.
- Digital photography and scanning experience helpful
- Adept at Social Networking
- Careful attention to detail paramount
- Energetic demeanor, positive outlook, and lively disposition beneficial

- Strong organizational and time management skills
- Strong interpersonal skills
- Proficiency in a foreign language helpful
- Careful attention to detail paramount
- Ability to listen to directions and complete projects independently
- Familiarity with touch pad technology (especially iPad) helpful
- Ability to interact with the public
- Museum experience a plus, basic knowledge of art terms and media
- Experience using a digital camera essential

Experience Desired

Assets include interest in future study or work in museums and/or coursework in History or the History of Art and Architecture, but qualified students from any major will be given full consideration.

Prior experience working independently is essential; prior experience with documentary research and media production would be very useful.

Position Number: 901209

Position Title: Presidential Fellow in Innovation

EDORDA: 311-2137-50200-10-000000-00000

Position Type: None

Department: President's Office

Supervisor: Ron Liebowitz

Description:

Position Number: 901210

Position Title: SOAN Research Asst

EDORDA: 311-2111-50200-10-530116-11579

Position Type: None

Department: Sociology

Supervisor: Mari Price

Description: Library research for faculty, copying and scanning appropriate materials, web page work, Library reserve requests, desk copy requests for faculty. Other tasks to be assigned as requested by faculty.

Position Number: 901211

Position Title: PRF Research Asst - Vasiliou

EDORDA: 311-2902-50200-10-300775-11473

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: AnGayle Vasiliou

Description: This student will assist Prof. AnGayle (AJ) Vasiliou in all aspects of her research in her lab.

Position Number: 901212

Position Title: DLA Videographer - Olsen

EDORDA: 311-2125-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Andrea Olsen

Description: Assist in the Filming and Editing of Andrea Olsen's Body and Earth Dance Video project.

Position Number: 901213

Position Title: GRMN/JAPN/RUSS Web Technician

EDORDA: 311-2142-50200-10-206933-00000

Position Type: None

Department: Russian

Supervisor: Judy Olinick

Description: Responsibilities:

Updating departmental web pages for the German, Japanese Studies, and Russian Departments. The work includes adding pages, text and photos and modifying existing content.

Experience Desired: Experience working with Drupal on College web pages.

Knowledge Desired: Knowledge and familiarity with Drupal.

Other:

The present plan is for this job to continue through the end of the 2015 fiscal year. There is a possibility of continuing it in July or resuming it in the fall.

Content will come from faculty members of the departments involved, but suggestions for improvements, particularly in design, will be welcome. The object is to make our web pages more inviting and up-to-date.

Position Number: 901214

Position Title: Env. Alumni Mapping Project Intern

EDORDA: 311-1106-50200-10-530068-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Janet Wiseman

Description: Responsibilities:

GIS Env Alumni Mapping Project Intern will work with spreadsheet database of over 2000 names. First, the list needs to be cleaned up - find missing info, coordinate data columns so that it can be used with GIS programs. Second, the names and addresses in the list will be geocoded and used to create a map using CartoDB, an on-line mapping program. The on-line map will contain query functions so ES and alumni can search the database and see locations. A hard copy map will also be created using the CartoDB cartography tools.

Position Number: 901215

Position Title: Posse STEM Student Advisor

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Susan DeSimone

Description: Responsibilities:

Students will live for two weeks with the LA Posse scholars. They will serve as student advisers.

Other: STEM majors, participating in a summer research program at Middlebury College.

Position Number: 901136

Position Title: Library Multimedia Mentor

EDORDA: 311-2902-50200-10-110025-11432

Position Type: None

Department: Library

Supervisor: Heather Stafford

Description:

Position Number: 901217

Position Title: Food Studies Teaching Assistant

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Molly Anderson

Description: Responsibilities:

Assist professor in organizing and leading field trips to farms and other businesses that provide food to Middlebury. Help to grade student small-group assignments, using a template provided by the professor. Develop directories of food & ag courses offered by other colleges in the VT Higher Education Food Systems Consortium, and Midd graduates who hold jobs in different aspects of the food system.

Experience Desired:

First-hand experience with farms and businesses involved in food system activities in Addison County and adjacent counties. Experience with where various resources can be obtained on the Midd campus.

Knowledge Desired:

Awareness of the scope of food system activities, and which locations would best work for field trips to introduce students.

Other:

Must be available on at least Tuesday or Thursday afternoon from 2:30-5pm, must be responsible and reliable

Position Number: 901218

Position Title: DLA Communications Assistant

EDORDA: 311-6108-50200-10-000000-12033

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Alicia Peaker

Description: The Digital Liberal Arts (DLA) Communications Assistant will work with the directors of the DLA initiative to provide communication and publicity materials for the greater DLA community.

Responsibilities will include:

Designing, producing, and distributing publicity and promotional materials

Collecting and writing documentation (including FAQs) for digital humanities software used on campus

Maintaining the DLA WordPress website

Creating new multimedia content for the DLA website

Assisting with DLA workshops and other events

Writing for the DLA newsletter

Creating graphics and reports for DLA steering committee

Planning student-centered technology events

Interviewing faculty, staff, and students working on DLA projects

Organizing digital files

Other office tasks as assigned

Requirements:

Strong computer skills, including WordPress, MS Excel, MS Word

Strong communication skills

Familiarity with or willingness to learn HTML, CSS, Photoshop, Illustrator, and video production & editing

Ability to work both collaboratively and independently

Strong time management skills

Enthusiasm for learning new technical skills

Desired:

Web & graphic design skills

Experience with PowerPoint, Google Slides, and/or Prezi

Other:

Position is approximately 6-10 hours per week and includes professional development opportunities and training in digital humanities tools and methods as necessary.

Position Number: 901219

Position Title: Lead Orientation intern

EDORDA: 311-2134-50200-10-201933-00000

Position Type: None

Department: Dean of Students

Supervisor: Christian Erin Morrison

Description: Orientation Interns serve as critical members of the College's MiddView planning team. They help to design and coordinate all aspects of the MiddView experiences that provide small-group connections amongst new students to ease their transition to college. The Lead Orientation Intern will work closely with campus and community partners and with the MiddView planning team to support the overall vision and implementation of Orientation. Job Tasks may include but are not limited to:Communicate directly with over 50 community and campus partners to develop the overall orientation scheduleWith guidance from MiddView planning staff, Anderson Freeman Center, and ISSS, assist in developing a shared leader training schedule that supports Orientation Leaders, Peer Mentors, and PALs as well as the general Orientation Leader training schedule. Training should focus on deepening their awareness of personal values, learn about the local community, and develop skills necessary to engage in with incoming new students. Create materials that will support orientation leaders as they implement their orientation group meetings during orientation including trainings, resource packets and leader handbooksAssist in developing the intern and orientation assistant schedule during leader training and the orientation week Communicating regularly with incoming students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned. Assist in the development and launch of registration material in Ideal Logic Experience and skills that will make candidates especially successful:Current Middlebury studentMust have served in the role of orientation intern in the past.Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury.Ability to work independently on projects and collaborate with team members.Experience/interest in curriculum writing and leadership developmentPast experience working in areas including but not limited to community engagement, volunteerism and leadership Strong organizational skills Time Commitment:Summer (June through September) commitment is full-time (37.5 hours per week).

Position Number: 901220

Position Title: PSCI Research Asst - Dry

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Murrary Dry

Description: Responsibilities:

Perform research and editing related to manuscript publication.

Position Number: 901221

Position Title: AFC Fellow

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Dean of the College

Supervisor: jane Due

Description: The Anderson Freeman Center fosters an inclusive environment for students of color, LGBTQIA+ students, low-income students, and first-generation students by providing advocacy, support, and programming. Through an intersectional and social justice framework, the AFC encourages student growth, identity exploration, and achieving a sense of belonging. The use of accessible programs and services ensure the longevity of intercultural support at Middlebury College. There are four fellow positions: Students of Color, Womxn of Color, LGBTQIA+, and First-Generation. Fellows individually and collectively provide programming for students under their assigned identity focus area to engage students and build community at the center. Responsibilities: Through programming, AFC Fellows will promote academic excellence and build community for all students from underrepresented populations. AFC Fellows will work closely with Center staff to design and implement programs in the following areas: Academic success; Social transition; Cultural events; Community building; Alumni engagement; Additional programs include but are not limited to: The first-gen experience, queer and trans* student support, undocumented student and DREAMer support, and international student support. Position Specific Duties: The Students of Color Fellow will coordinate heritage month events, displays, and speakers (Hispanic Heritage from Sep 15-Oct 15, Native American Heritage in Nov, Black History in February, AAPI Heritage in May), and Multicultural Graduation along with the Director. The Womxn of Color Fellow will coordinate the Fall and Spring all-faculty/staff/students and the monthly "Sunday Tea" for WOC students. The LGBTQIA+ Fellow will coordinate Coming Out Day, AFC Pride Week, and

Lavender Graduation along with the Assistant Director. First Generation Student Fellow will coordinate First@Middle semesterly reunions and First-Gen Excursions, First-Gen Week, Next Steps Week, and First-Gen Graduation along with the Director. Administrative Duties Provide front office support and reception coverage for the Center, including greeting and assisting other students and visitors. Provide information about the office and our programs to visitors. Be familiar with AFC details, cultural student organizations, campus events, and student resources and services. Assist with planning, preparation, and execution of Center events. This includes setting up logistical elements of events and providing front-line assistance during the event. Support Center staff and faculty on a wide range of projects including event planning, data input, program research, and logistical support. Additional Responsibilities: Complete space management tasks such as having students sign in, answering questions, ensuring students clean up after themselves, etc. Complete office tasks as necessary: running errands, hanging posters, printing, and copying materials, etc. Attend regular meetings with AFC Staff and Faculty. Work collaboratively with other AFC Fellows and Center Staff. Perform other duties as assigned. Experience Desired: Required Skills & Experience Excellent interpersonal, communication, and organization skills. Strong attention to detail. Ability to remain organized while balancing multiple priorities and tasks. Self-motivated and reliable. Ability to work independently and proactively on projects, and take initiative. Ability to work with a team and accept direction from supervisors. Willingness to greet and direct Center visitors in a friendly professional manner. Creativity and professional etiquette. A commitment to diversity and inclusion is required. Ability to maintain confidentiality. Research Skills. Preferred Skills & Experience Prior leadership and work experience on campus. Demonstrated experience organizing and promoting campus programs and events. Knowledge Desired: Basic computer skills, proficiency in MS Word, Excel, Outlook. Basic office skills – photocopying and filing. Knowledge of Middlebury College resources helpful. Knowledge of other computer programs including, but not limited to, 25Live, MiddleLink, Drupal, InDesign, and Photoshop, is helpful. Other: AFC Fellows are Sophomores, Juniors or Seniors who have demonstrated personal and academic growth over their time at Middlebury College. Students from diverse backgrounds and interests are highly encouraged to apply. Commitment Period: September through mid-May at approximately 10-15 hours per week. Other Notes: Applicants should be available to work several shifts Monday – Friday between the hours of 10:00a.m. and 9:00p.m., and on weekends to assist with Center coverage.

Position Number: 901222

Position Title: AFC Social Media & Marketing Coordinator

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Dean of the College

Supervisor: Jane Due

Description: Social Media and Marketing Coordinator
The Anderson Freeman Center fosters an inclusive environment for students of color, LGBTQIA+ students, low income students, and first-generation students by providing advocacy, support, and programming. Through an intersectional and social justice framework, the AFC encourages student growth, identity exploration, and achieving a sense of belonging. The use of accessible programs and services ensure the longevity of intercultural support at Middlebury College. The Social Media and Marketing Coordinator helps move our mission forward by providing engaging marketing, social media content, and communications for the AFC.

Responsibilities:

- Support the publicity and marketing program for AFC.
- Assist with research, planning, development, and implementation of Center's website and social media campaigns.
- o Manage and update AFC website.
- o Ensure consistency of design, layout and integrity of content across a network of sites.
- o Create new and dynamic content to post to the web (i.e. slideshows, videos, etc.).
- o Coordinate with other Student Life content managers on web maintenance as necessary.
- Create and manage social media (Instagram and TikTok).
- Design posters, announcements, flyers, and resource materials.
- Correspond with student organizations via email about event publicity.
- Submit relevant event details to Facebook, Middlebury College events calendar, as appropriate.
- Assist as needed with other projects that emerge over the course of the year.
- Provide front desk support and reception coverage for the Center, including greeting and assisting visitors.
- Attend all scheduled meetings and training sessions.
- Perform other duties as assigned.

Experience Desired: Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team; previous web, social networking, and graphic design experience preferred.

Knowledge Desired: Basic computer skills, proficiency in MS Word, Excel, Outlook. Proficiency of social media platforms, Instagram, TikTok, etc. Knowledge of other computer programs such as InDesign and Photoshop, helpful. Knowledge of Middlebury College resources helpful.

Other: Students from diverse backgrounds and interests are highly encouraged to apply.

Commitment Period: September through mid-May at approximately 10-15 hours per week.

Other Notes: Applicants should be available to work several shifts Monday – Friday between the hours of 10:00a.m. and 5:00p.m., for evening programs, and on weekends to assist with Center events

Position Number: 901223

Position Title: AFC Office Assistant

EDORDA: 311-6108-50200-10-000000-10708

Position Type: None

Department: Dean of the College

Supervisor: Derisa Collymore

Description: The Anderson Freeman Resource Center (AFC), located in Carr Hall, works to promote an inclusive and welcoming learning environment for the Middlebury community. In particular, this work

includes support for students of color; first-generation college students; students from low-income backgrounds; LGBTQ+ students; international students; and other students who have been historically underrepresented or marginalized in U.S. higher education. In conjunction with the Center for the Comparative Study of Race and Ethnicity (CCSRE), the AFC provides resources and programming that encourage the holistic development of Middlebury's increasingly diverse undergraduate students as they attain their goals of academic achievement and personal growth while exploring and sustaining their identities and cultures.

Responsibilities:

- Provide front desk support and reception coverage for the Center, including greeting and assisting visitors.
- Complete space management tasks such as having students sign in, answering questions, ensuring students clean up after themselves, etc.
- Perform frequent check-in rounds throughout the building.
- Maintain a tidy and professional Center, resource library, kitchen, lounge, and conference room.
- Complete general clean-up tasks such as running the dishwasher, closing windows, and putting furniture back in its place.
- Stock office supplies and other resources as needed.
- Receive incoming calls; answer questions; take messages and transfer calls to appropriate parties.
- Distribute mail accordingly.
- Complete office tasks as necessary: running errands, updating website and social media, hanging posters, printing and copying materials, etc.
- Maintain AFC Google and Event wall calendars.
- Manage technology (printers, phone, setting up equipment, etc.)
- Assist with data entry and various projects during time at front desk on an as-needed basis.
- Attend regular meetings with AFC/CCSRE Staff and Faculty.
- Work collaboratively with other student employees and Center Staff and Faculty.
- Assist with events as needed.
- Perform other duties as assigned.

Experience Desired:

- Excellent interpersonal and communication skills.
- Strong attention to detail.
- Ability to remain organized while balancing multiple priorities and tasks.
- Self-motivated and reliable.
- Ability to work independently and proactively on projects.
- Ability to work with a team and accept direction from supervisors.
- Willingness to greet and direct Center visitors in a friendly professional manner.
- Creativity and professional etiquette.
- A commitment to diversity and inclusion is required.
- Ability to maintain confidentiality.
- An interest in and openness to learn about the intercultural vision and role of the Center.

Knowledge Desired:

- Basic computer skills, proficiency in MS Word, Excel, Outlook. Basic office skills – photocopying, filing, and answering phones. Knowledge of Middlebury College resources helpful. Knowledge of other computer programs including, but not limited to, 25Live, MiddLink, Drupal, InDesign, and Photoshop, is helpful.

Other: Students from diverse backgrounds and interests are highly encouraged to apply.

Position Number: 901224

Position Title: Feb Orientation Sr Co-Chair

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Responsibilities:

General -

1. Participate as a member of the Feb Orientation planning and Student Activities teams
2. Provide a welcoming experience for first-year students, transfer students, exchange students, and their families, during, before, and after Feb Orientation
3. Participate in planning meetings and assist with program development
4. Serve as a liaison between student leaders and the planning team

Specific Responsibilities

1. Update Feb Orientation materials as needed
2. Revise and coordinate mailings
3. Plan, coordinate, and facilitate various Feb Orientation activities
4. Respond to emails and phone calls regarding Feb Orientation
5. Update the orientation website and affiliated social media
6. Work with the Communications department to revise the orientation guides and the mobile app
7. Work with vendors for different aspects of Feb Orientation
8. Brainstorm, coordinate, and establish a relationship with incoming students
9. Assist with the development and facilitation of training for Feb Leaders
10. Help as needed with additional duties that emerge over the course of planning and coordinating Feb Orientation
11. Help create and implement assessment tools and evaluations for new students, family members, and Feb Leaders
12. Be willing and able to lift heavy boxes, move materials, stuff packets, and provide general assistance as needed
13. Be able to work overtime during the week of Feb Orientation

Experience Desired:

- o Familiarity with Middlebury College and its history, students, academics, campus life, and traditions
- o Enthusiasm for Middlebury College and Feb Orientation
- o A positive attitude and an interest in learning, thinking creatively, and working as a member of a team
- o A commitment to work from September through February

- o Ability to hold peers accountable, to be highly motivated, to inspire others, and to serve as a role model to the rest of the MiddView staff and new students
- o Excellent computer, communication, and office skills
- o Experience with Drupal, Adobe InDesign, Photoshop, and iMovie and/or FinalCut Pro is preferred. Regardless, a willingness to learn these programs is a must.
- o Sense of humor
- o Must have excellent organizational skills; strong written and verbal communication skills; ability to work well with groups and individuals; willingness to assume responsibility, take initiative, and think creatively; outstanding peer leadership experience or potential

Position Number: 901225

Position Title: CTLR Event Manager

EDORDA: 311-2111-50200-10-201843-11186

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: JoAnn Brewer

Description: Responsibilities:

The Event Manager will collect information about upcoming CTLR events and assist in the planning, logistics and advertising of the events including: making room reservations, ordering from catering, requesting media support, and reminding faculty and staff of deadlines for these requests. The CTLR Event Manager will monitor the logistics for the event and follow-up with faculty and staff for postings to the webpage after the event. The Event Manager is also responsible for record keeping (status of various events, follow-up needed, calendar of events, etc.).

The CTLR Event Manager will also schedule student staff to help on the day of the event. They will be responsible for:

- Arranging extra chairs in room as necessary
- Set up tables and monitor flow of event
- Empty trash containers
- Clean up tables and put room back in order

Experience Desired:

Knowledge Desired:

Basic computer skills, proficiency in MS Word, Excel, Outlook. Proficiency of social media platforms, including Twitter, Facebook, etc. Knowledge of other computer programs such as Drupal, InDesign and Photoshop, helpful. Knowledge of Middlebury College resources.

Other:

This position requires a self-motivated person with the ability to work independently on projects who enjoys handling important details and shares a sincere enthusiasm for working as part of a team.

- Must be able to effectively prioritize projects and remain on task.
- Must have excellent leadership, organizational, and communication skills.
- Must be able to maintain confidentiality and assist with situations that may require discretion.
- Must be able to problem-solve, think creatively and work effectively under pressure.
- Must be punctual, reliable, and thorough in the performance of all responsibilities.
- Knowledge of the College and its various departments and resources.
- Helpful to have a sense of humor while being able to maintain a professional demeanor.
- Needs to be comfortable contacting and working with other students, faculty, and staff.
- Previous web, social networking, and graphic design experience helpful.

Position Number: 901226

Position Title: CHEM Research Asst - Choi

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description: Responsibilities: Assist Sunhee Choi with all aspects of her research in her lab.

Position Number: 901227

Position Title: BIOL/NSCI Purchasing Office Asst

EDORDA: 311-2911-50200-10-000000-11238

Position Type: None

Department: Geography

Supervisor: Jessica Hellyer

Description:

Position Number: 901228

Position Title: FRAF Research Asst - EDavis

EDORDA: 311-2911-50200-10-000000-11292

Position Type: None

Department:

Supervisor: Erin Davis

Description:

Position Number: 901229

Position Title: FRAF Research Asst - Vila

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Hector Vila

Description:

Position Number: 901231

Position Title: Animation Studio Intern

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Library

Supervisor: Daniel Houghton

Description: Essential Functions: The Animation Studio Intern will be responsible for Research, Writing, Modeling, Rigging, Animation, Texturing, Lighting, Rendering, Assistant Teaching and Mentoring tasks as needed by the producer of the Middlebury College Animation Studio. The Intern will work closely with the Producer of the Animation Studio, any faculty connected to the projects at hand and the other interns.

General Responsibilities: Timeliness to each shift, a friendly and personable attitude when engaging other members of the studio and a willingness to problem-solve are all part of the responsibilities of the intern. Furthermore it is the intern's responsibility to cultivate their understanding of where they want to go in this field and how they want to apply the experience gained here 2 and 5 years down the road.

Knowledge, Skills, and Abilities need for the position: The successful candidate will be a good communicator, a visual thinker, interested in technology, reliable and open to learning new skills.

Experience needed for the position: The Intern will have fluency with Blender 3D animation software and a fundamental knowledge of the 3D Computer Animation pipeline.

Position Number: 901232

Position Title: Animation Studio Lead Intern

EDORDA: 311-2118-50200-10-510078-00000

Position Type: None

Department: Library

Supervisor: Daniel Houghton

Description: Essential Functions: The Animation Studio Lead Intern will take on a leadership role, coordinating as well as completing work on Research, Writing, Modeling, Rigging, Animation, Texturing, Lighting, Rendering, Assistant Teaching and Mentoring tasks as needed by the producer of the Middlebury College Animation Studio. The Intern will work closely with the Producer of the Animation Studio, any faculty connected to the projects at hand and the other interns.

General Responsibilities: Timeliness to each shift, a friendly and personable attitude when engaging other members of the studio and a willingness to problem-solve and a mind set focused on the big-picture challenges of the Animation Studio are all part of the responsibilities of the intern. Furthermore it is the intern's responsibility to cultivate their understanding of where they want to go in this field and how they want to apply the experience gained here 2 and 5 years down the road.

Knowledge, Skills, and Abilities need for the position: The successful candidate will be a good communicator, a visual thinker, reliable and open to learning new skills.

Experience needed for the position: The Lead Intern will have an advanced understanding of the Blender 3D animation software, 2D graphic design tools like Photoshop and After Effects, editing tools like Premiere and DaVinci resolve, project management tools like SVN and GIT and a thorough understanding of the 3D Computer Animation pipeline. Furthermore, they will have at least one year's experience working as an Animation Studio Intern.

Position Number: 901237

Position Title: GEOL Research Asst - Amidon

EDORDA: 311-6103-50200-10-000000-14170

Position Type: None

Department: Geography

Supervisor: Will Amidon

Description:

Position Number: 901238

Position Title: Green Dot Program Intern

EDORDA: 311-2911-50200-10-000000-11374

Position Type: None

Department: Parton Center for Health and Wellness

Supervisor: Emily Wagner

Description: Responsibilities:

Green Dot Program interns will be responsible for assisting with program material development, creating and maintaining content for social media outlets, assisting at bystander trainings and overviews, and planning and executing student booster sessions. Some evening and weekend hours may be required for event assistance.

Position Number: 901230

Position Title: FRAF Research Asst - Giddings

EDORDA: 311-2911-50200-10-000000-11440

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lesley-Ann Giddings

Description:

Position Number: 901240

Position Title: FRAF Research Asst - ReMalis

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department: Dance

Supervisor: Maree ReMalia

Description:

Position Number: 901241

Position Title: CCE Photography Intern

EDORDA: 311-2134-50200-10-510075-00000

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Responsibilities:

Join a fast-paced, creative, joyful work environment and make a positive impact on-campus and in the local community through this position. We seek an On-call Photography Intern to support Center for Community Engagement staff to attend and photograph events, and to transfer, organize, and maintain digital media data. The Photography Intern would work on an on-call basis, ranging from 0-3 hours per week based on events and the office's needs. Events that will be photographed occur on a flexible basis, and the ideal candidate will be able to remain responsive to office needs as they arise.

Responsibilities

- With the CCE Assistant Director, create a weekly schedule of events and documentation goals for each event; attend events and shoot photos
- When in the office, greet faculty, students, community partners, and other visitors to the Center for Community Engagement. Provide information about the office and our programs to visitors Process, cull, and select images based on CCE's media guidelines and store files as appropriate
- Represent and serve as an ambassador for the Center for Community Engagement and Middlebury College at events held on- and off-campus

While photographing and attending events, remain mindful of the confidentiality of those being photographed

- Help prepare media files for publications, bulletin boards, posters, articles, etc.
- Assist with other office responsibilities as needed

Experience Desired:

- Strong background with photography composition, digital design, and media processing/editing
- Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects; previous experience with community service, service-learning, and/or some familiarity with community service in Addison County preferred
- Desired: candidate will be able to provide her/his own camera equipment, or will conscientiously borrow Center for Community Engagement equipment

Own transportation recommended but not required, as some events take place off-campus

Familiarity with social media platforms (facebook, blog posts) and willingness to post on behalf of the Center for Community Engagement a plus

Knowledge Desired:

Education/Training

- Strong computer skills, including Word, Excel, and PowerPoint
- Reliability and a strong commitment to the Center for Community Engagement's mission
- Ability to maintain confidentiality

This position is 0-3 hours per week in and outside of the Center for Community Engagement, and the ideal candidate can be flexible and highly responsive to new requests for photographing events.

Position Number: 901242

Position Title: NSF Research Asst - Bleich

EDORDA: 311-2115-50200-10-202093-11492

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901243

Position Title: ECON Research Asst - Pyle

EDORDA: 311-2135-50200-10-510018-00000

Position Type: None

Department: Economics

Supervisor: Will Pyle

Description:

Position Number: 901244

Position Title: NIH Research Asst - Kimble

EDORDA: 311-2901-50200-10-301077-11460

Position Type: None

Department: Psychology

Supervisor: Matthew Kimble

Description:

Position Number: 901245

Position Title: DLA Research Asst - Newbury

EDORDA: 311-2911-50200-10-000000-11357

Position Type: None

Department: American Studies

Supervisor: Michael Newbury

Description:

Position Number: 901247

Position Title: FRAF Research Asst - Klein

EDORDA: 311-6103-50200-10-000000-14170

Position Type: None

Department: Studio Art

Supervisor: Hedy Klein

Description:

Position Number: 901249

Position Title: Wellness House Program Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Kevin Kareckas

Description: Essential Functions:

Wellness House Program Assistant will support the planning and implementation of educational programming and community building efforts for Wellness House. Wellness House is a residential community which works to support students' individual and collective pursuit of well-being in a substance free environment.

General Responsibilities:

Develop, advertise and implement social events

Manage logistical needs for house programs and community dinners

Oversee maintenance requests and communication for the house

Develop and oversee house communication about social events, educational programs and community dinners

Host weekly office hours in the house to maintain a connection to students in the house outside of formal events

Support Wellness House Staff Supervisor in recruitment and selection process for Wellness House

An ability to work independently in virtual and in-person at a variety of on-campus locations as needed

Knowledge, Skills and Abilities:

Interest in being a supportive leader in a community

Excellent written and verbal communication skills

Artistic design ability or willingness to learn

Enjoy planning and hosting events

Feel comfortable with public speaking

Understand or be willing to learn about individual and collective wellness theories

Commitment to serving as a role model for other students in the community

Experience:

Prior experience in a leadership role on campus or elsewhere will be helpful but is not required

Position Number: 901246

Position Title: FRAF Research Asst - Henry

EDORDA: #N/A

Position Type: #N/A

Department: English & American Literatures

Supervisor: Alvin Henry

Description:

Position Number: 901248

Position Title: FRAF Research Asst - Mikucki

EDORDA: 311-2902-50200-10-110025-11528

Position Type: None

Department: Biology

Supervisor: Jill Mikucki

Description:

Position Number: 901251

Position Title: STRT Research Asst - Gumuscu

EDORDA: 311-2911-50200-10-000000-13128

Position Type: None

Department: Political Science

Supervisor: Sebnem Gumuscu

Description: Responsibilities:

Collecting and sorting data from multiple sources including newspapers, journals, official websites

Knowledge Desired: Arabic/Turkish

Position Number: 901255

Position Title: PSCI FRAF Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Bert Johnson

Description:

Position Number: 901252

Position Title: Library Sp. Collections Rutland Railroad Archive Assoc

EDORDA: 311-2902-50200-10-110025-11173

Position Type: None

Department: Library

Supervisor: Danielle Rougeau

Description: Responsibilities: Work collaboratively with special collections staff to preserve and maintain the Rutland Railroad Archives, and to make the collection available to researchers.

Assist in the general maintenance of the collection, including, but not limited to, organizing, rehousing, relabelling, and shelving materials.

Scan selected items

Update and edit the online Rutland Railroad Archive inventory lists and finding aids.

In addition, may assist with research and the preparation of exhibits.

Experience Desired: Preferred: An interest in archives and document and photograph collections.

Knowledge Desired:

A keen interest in history; an interest in museum studies and archival and library studies; an inquisitiveness for historical and cultural artifacts in many forms such as books, films, audio recordings and born-digital archives. Excellent oral and written communication skills. Demonstrated ability to work independently and to contribute to a collaborative environment.

Position Number: 901256

Position Title: STRT Research Asst - Callanan

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Keegan Callanan

Description:

Position Number: 901254

Position Title: FRAF Research Asst - Culbert

EDORDA: 311-2901-50200-10-301077-11179

Position Type: None

Department: Geography

Supervisor: Patrick Culbert

Description:

Position Number: 901253

Position Title: DANC Digital Choreographic Research Asst

EDORDA: 311-6108-50200-10-610170-00000

Position Type: None

Department: Dance

Supervisor: Christal Brown

Description: Responsibilities:

Digital Liberal Arts research assistant. He will be working with Christal Brown, Dance Program Chair to create a digital choreographic archive. This will include importing, editing, and meta tagging footage from the past 10 years.

Position Number: 901250

Position Title: The Campus Business Manager

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Maria Farnsworth

Description: Responsibilities:

The business manager for The Campus is in charge of managing the budget, approving purchases and requesting additional funding from the SGA if necessary. He/She will also be required to maintain contracts with outside companies.

Position Number: 901257

Position Title: Women's Basketball Game Staff

EDORDA: 311-2131-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor:

Description: Responsibilities: Middlebury Women's Basketball is looking to hire 3-4 students to work home games this winter. We are in need of a game clock operator, shot clock operator, official bookkeeper, and game announcer. Qualifications: 1. Some familiarity with basketball is highly preferred, experience playing basketball is a plus 2. Willingness to work on nights, weekends, and during school breaks 3. Dependability with punctuality and attendance required

Position Number: 901258

Position Title: MUSC Photographer

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Music

Supervisor: Anne Chabot

Description: Responsibilities:

The student will work on an as-needed basis to take photographs of music department events and performances. The student will provide supervisor with electronic files of photos taken and also provide follow-up photo enhancements if needed.

Position Number: 901259

Position Title: CTRLR Peer Tutor – Linguistics

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Responsibilities: Peer Tutoring: providing assistance to students in Linguistics courses.

Position Number: 901233

Position Title: Athletics Football Videographer

EDORDA: 311-2902-50200-10-210463-11296

Position Type: None

Department: Athletics

Supervisor: Gus Brakeley

Description: Responsibilities: Film Football Practice/Games. Editing on DVSport. Creation of Highlight films.

Experience Desired: Some experience with video cameras

Knowledge Desired: Some knowledge of football

Position Number: 901260

Position Title: ECON Research Asst - Holmes

EDORDA: 314-1401-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Jessica Holmes

Description:

Position Number: 901261

Position Title: Communications Photo Archivist

EDORDA: 311-2911-50200-10-000000-11166

Position Type: None

Department: Communications (Middlebury)

Supervisor: Paul Dahm

Description: Responsibilities:

The photo archivist will be responsible for helping to organize and tag photographs and images in Middlebury's digital asset archive. Hours are flexible, with a minimum of 10 hours per week, but the student must be detail-oriented and self-motivated.

Experience Desired:

Must be familiar with online tagging systems. Experience with cloud-based archives is highly beneficial.

Knowledge Desired:

Knowledge of campus locations, buildings, and key figures is essential. An eye for photography and a keen aesthetic judgement are strongly desired.

Position Number: 901262

Position Title: FRAF Research Asst - Broucke

EDORDA: 311-2911-50200-10-000000-11457

Position Type: None

Department: History of Art & Architecture

Supervisor: Pieter Broucke

Description:

Position Number: 901263

Position Title: FRAF Research Asst - Myers

EDORDA: 311-2911-50200-10-000000-11300

Position Type: None

Department: Economics

Supervisor: Caitlin Myers

Description:

Position Number: 901264

Position Title: FRAF Research Asst - Hart

EDORDA: 314-1401-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: William Hart

Description:

Position Number: 901265

Position Title: Communications Yearbook Editor

EDORDA: 314-1401-50200-10-000000-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Matt Jennings

Description: Primary Responsibilities:

*Setting the editorial tone, focus, and calendar of the yearbook

*Recruiting and managing staff

*Liaising with Jostens rep on setting up and managing production process

*Manage the editorial process

Includes:

Creating and assigning photography for the book

Soliciting team photos from athletics

Soliciting photos from student orgs, if desired

Soliciting photos from the Commons, if desired

Soliciting photos from the Campus

Soliciting photos from Study Abroad, if desired

Manage senior class photos section

*Work with Jostens on cover design

*Meeting regularly with advisor

*Manage design and layout of the yearbook

Experience Desired: Familiar with photography and publication design desired

Knowledge Desired:

Other:

We're looking for a take-charge editor who wants to capture the Middlebury student story through words and images, and who is eager to create a publication that will professionally reflect this special time in our students lives.

Position Number: 901266

Position Title: Communications Yearbook Assistant Editor

EDORDA: 311-6108-50200-10-611730-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Matt Jennings

Description: Responsibilities:

*Assist editor in setting the editorial tone, focus, and calendar of the yearbook

*Assist editor in managing the editorial process

Includes:

Taking photos for the book

Helping solicit team photos from athletics

Helping solicit photos from student orgs, if desired

Helping solicit photos from the Commons, if desired

Helping solicit photos from the Campus

Helping solicit photos from Study Abroad, if desired

Helping manage senior class photos section

*Design and layout sections of the yearbook

Experience Desired:

Experience or interest in photography and/or publication design and editorial management

Position Number: 901267

Position Title: Student Late Night Dining Monitor

EDORDA: 311-6001-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Brent Simons

Description: General Responsibilities
The Student Dining Room Monitor is responsible for the upkeep of the dining room during after-hours usage. This will include washing tables, cleaning up messes and reporting any customer mischief to Public Safety in a timely manner.
Arrive at the dining room promptly at 10pm. A Public Safety Officer will unlock the dining room. If you are going to be late or you are unable to make your shift, you will need to notify another Dining Room Monitor or the dining room will remain closed for that evening.
A cart and cleaning products will be left near the entrance of the dining room by the Dining Staff. You will be responsible for washing tables and cleaning up messes in the dining room throughout the duration of your shift.
Check the temperature of the milk machines. They should read 40 or below.
Wipe any messes, napkins etc. into the bussing tub provided.
Wipe down the counters at the cereal and ice cream areas.
Wipe down tables that are used.
Do not leave the dining room unattended while on your shift.
You are responsible for keeping student customers out of the serving area.
Report any unruly customer behavior to Public Safety at 443-5911 or Extension 5911 immediately.
At 10:45pm you will need to contact Public Safety at 443-5133 or Extension 5133 and let them know you are ready to lock up the dining room at 11pm. You will need to stay in the dining room until Public Safety arrives.
Check the temperature of the milk machines before you leave. They should read 40 or below.

Position Number: 901268

Position Title: Recorder, Community Council

EDORDA: 311-2902-50200-10-110025-11128

Position Type: None

Department: Dean of Students

Supervisor: Katy Smith Abbott

Description: Responsibilities:

Record minutes of all Community Council meetings

Edit minutes

Circulate minutes to the Council

Position Number: 901269

Position Title: ECON Research Asst – Gregg

EDORDA: 311-2110-50200-10-520042-00000

Position Type: None

Department: Economics

Supervisor: Amanda Gregg

Description: Responsibilities:

The student will collect and analyze historical Russian economic data. The student may also investigate existing primary and secondary literature on the topic, read papers for background, and proofread written products from the project.

Knowledge Desired:

The student must be able to speak and read Russian fluently and be comfortable with basic economic and statistical reasoning. The early stages of the project will use Microsoft Excel, Adobe Acrobat, and Microsoft Word. Later stages may use STATA.

Position Number: 901270

Position Title: NSF Research Asst - MCRobinson

EDORDA: 311-2901-50200-10-301077-11273

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Molly Costanza-Robinson

Description: Responsibilities: Assist Prof. Molly Costanza-Robinson with her research for her NSF grant 265853.

Position Number: 901271

Position Title: DLA Research Asst - Gatewood

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department: Studio Art

Supervisor: Gigi Gatewood

Description:

Position Number: 901272

Position Title: FMMC Actor

EDORDA: 314-3002-50200-10-000000-00000

Position Type: None

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Responsibilities:

The J-term Cinematography class (fmmc 1018) seeks an actor or actors for the hands on lighting component of the class. The right candidate should be comfortable performing in front of a camera, in a small classroom setting, under full film lighting conditions.

Must be willing to take direction and stand in while the class designs the lighting setup. Ability to improvise dialogue and performance is preferred.

Experience Desired: Previous acting or modeling experience preferred.

Other:

The class meets every Monday, Tuesday, and Thursday beginning January 11th and ending February 5th. We prefer to hire one actor/actress that can attend all class sessions from 1pm – 2pm, but will hire multiple actors to fill out the schedule if needed.

A copy of all media from the lighting component of the class will also be provided including up to 12 distinct lighting setups for your own acting reel.

Pay for this position begins at \$15 per hour.

Position Number: 901273

Position Title: PS Access & Parking Services Asst - Skilled

EDORDA: 314-3255-50200-10-000000-12041

Position Type: None

Department: Public Safety

Supervisor: Solon Coburn

Description: Offer is contingent on the completion of the PCI DSS training and the signing of the PCI Security Awareness and Confidentiality Agreement for campus personnel with access to credit card information.

Responsibilities:

Greet guests and assist community members with the business service aspects of Public Safety. Including; keys, card access issues, guest check in, equipment sign out and campus information. Assist with administrative tasks as assigned by DPS staff. There will be extensive on the job training as this employee will learn Banner INB, Card Access System and instruction on College policy.

Experience Desired:

Previous experience successfully working in a customer service field required.

Knowledge Desired:

- *Ability to effectively communicate with a diverse community.
- *Ability to answer multiple calls, utilize the hold and transfer features of the phone.
- *Knowledge of the College rules & regulations and Department of Public Safety policies.
- *Must be positive in interactions with public.
- *Superior skills with MS Word, Excel and Windows based programs strongly desired.
- *Comfortable working with proprietary software and systems.
- *Must be able to handle confidential information in a professional manner.

Position Number: 901274

Position Title: Ski School Assistant

EDORDA: 311-2902-50200-10-300775-11447

Position Type: None

Department: Ski School

Supervisor: Daphne Diego

Description: This is a temporary position during J-term only. The Snow School Assistant will be creating/designing Excel Spreadsheets to improve the accounting at the Snow School. New Cash up sheets, private lesson sheet, master forms etc. We are trying to put all our data on Mid Files.

Position Number: 901275

Position Title: PSYC Adv Research Asst - Seehuus

EDORDA: 311-2902-50200-10-110025-11398

Position Type: None

Department: Psychology

Supervisor: Martin Seehuus

Description: Responsibilities include:

Writing new, customized software to 'scrape' content from a variety of websites, organize the content to match an existing data structure, and populate a relational database.

Manage scraping process over the course of 6 – 8 weeks of running

Convert the relational database into a series of approximately 750,000 uniquely named text files, each of which has a unique identifier that connects it to the available metadata

Develop expertise in the use of NLP (natural language processing) techniques sufficient to write code to produce reading levels, content analysis, sentiment analysis, thematic analysis, and word frequency counts for each of the text files

Assist in the data cleaning and analysis required to build a machine learning model predicting story views and popularity from the results of the NLP data

Assist in the literature review research necessary to frame this unique content in a psycholinguistic and clinical psychological context

Design and build tools to manage this unique corpus of text and make its contents available to other researchers

Position Number: 901276

Position Title: ECON Research Assistant - McGraw

EDORDA: 311-2902-50200-10-300786-11127

Position Type: None

Department: Economics

Supervisor: Marquise McGraw

Description: Student will assist Prof. McGraw on a variety of tasks related to his research in urban economics, including data collection, data cleaning, and basic data analysis. May also include opportunities to edit or write up the results of research explorations.

Knowledge Desired:

Interest in urban economics and transportation, willingness to work with Microsoft Excel data sets. Experience with graphing software (Excel, Stata, or R) a plus, but not required.

Position Number: 901278

Position Title: HIST Research Asst – Morsman

EDORDA: 311-2901-50200-10-301077-11457

Position Type: None

Department: History

Supervisor: Amy Morsman

Description: Responsibilities:

The student will conduct research in primary and secondary sources to contribute to an ongoing digital history project.

Experience Desired:

Knowledge of library databases and how to procure and analyze historical documents.

Position Number: 901279

Position Title: DLA Research Assistant - Myers

EDORDA: 311-2911-50200-10-000000-11397

Position Type: None

Department: Economics

Supervisor: Caitlin Myers

Description:

Position Number: 901280

Position Title: UCRF Research Assistant - Maluccio

EDORDA: 311-2505-50200-10-207023-11566

Position Type: None

Department: Economics

Supervisor: John Maluccio

Description:

Position Number: 901277

Position Title: Chinese Afterschool Program Coordinator

EDORDA: 311-6001-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Jessica Teets

Description: Responsibilities:

The coordinator will work with the professor to transport student volunteers from campus to Bristol Elementary School twice a week during the spring semester. The student volunteers are introducing elementary-school students to Chinese language, culture and history as part of an initiative to promote interest in language learning in younger students. The coordinator needs to be available on Monday and Wednesday from 3 to 5 pm. If interested, the coordinator may also participate in the lessons, but this is not required.

This position requires a College License.

Position Number: 901281

Position Title: Intern, Office of the DOC

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Dean of the College

Supervisor: Katy Smith Abbott

Description: Responsibilities:

The DOC intern will be focused specifically on the work of "the Grid," developing programmatic solutions to combat student stress, build resilience, cultivate community, and increase inclusivity on campus. Working with data and feedback prepared by Dean of the Faculty Andi Lloyd, Dean of the College Katy Smith Abbott, and Chief Diversity Officer Miguel Fernandez during the 2015-2016 academic year, the intern will examine national best practices, and in consultation with others develop a long-term vision for strengthening these initiatives at Middlebury.

Experience Desired:

The student intern must have excellent communication skills, both oral and written. The intern should feel comfortable convening meetings and focus groups; developing agendas, action plans, and proposed programming. The student intern must be highly organized, capable of producing power points, and comfortable presenting to faculty, staff, and administrators. An ability to work independently and without constant supervision is essential.

Knowledge Desired:

Other:

The intern will be asked to work closely with the summer intern (if approved) at the Anderson Freeman Resource Center.

Position Number: 901282

Position Title: AFC Fellow Supervisor

EDORDA: 311-6108-50200-10-610170-00000

Position Type: None

Department: Dean of the College

Supervisor: Jennifer Herrera

Description: The Anderson Freeman Resource Center (AFC), located in Carr Hall, works to promote an inclusive learning environment for the Middlebury community. This work includes support for the needs of students of color; first generation college students; students from low-income backgrounds; LGBTQ+ students; international students; and other students that have been historically underrepresented or marginalized in U.S. higher education. In conjunction with the Center for the Comparative Study of Race and Ethnicity (CCSRE), the AFC provides resources and programming that encourage the holistic development of Middlebury's increasingly diverse undergraduate student body as they attain their goals of academic achievement and personal growth, while exploring and sustaining their identities and cultures. The staff and faculty of AFC and CCSRE serve as advocates for our student and alumni constituencies, their families, and their communities.

Responsibilities:

AFC Fellows will play an integral student leadership role within AFC and across campus by creating programming, acting as hosts of the Center, managing the space, supporting cultural student orgs, and serving as peer resource advisors. AFC Fellows will also complete administrative tasks and errands as assigned by staff.

Through programming, AFC Fellows will promote academic excellence and build community for all students, with a particular focus on students from underrepresented populations. AFC Fellows will work closely with Center staff and faculty to design and implement programs in the following areas: academic success, social transition, cultural events, coalition and community building, and alumni engagement. Additional programs include but are not limited to the first gen experience, queer/trans*/gender non-conforming student support, undocumented student and DREAMer support, and international student support.

Additionally, the AFC Fellow and Student Supervisor is responsible for scheduling the AFC fellows and office assistants for their shifts throughout the semester. They are responsible for meeting with the AFC associate director to discuss hiring new students and administrative decisions. The student supervisor is expected to assist with training new hires and to schedule shadowing opportunities for new hires after their initial training. The student supervisor is the main connection between the associate director and the student staff to communicate about important events, news, and instructions. The student supervisor needs to be a leader, a flexible employee, and a respectable representation of the Anderson Freeman Resource Center at Middlebury College.

Experience Desired:

Required Skills & Experience:

- Excellent interpersonal, communication, and organization skills
- Strong attention to detail
- Ability to remain organized while balancing multiple priorities and tasks
- Self-motivated and reliable
- Ability to work independently and proactively on projects
- Ability to work with a team and accept direction from supervisors
- Willingness to greet and direct Center visitors in a friendly professional manner
- Creativity and professional etiquette
- A commitment to diversity and inclusion is required
- Ability to maintain confidentiality
- Research Skills

Preferred Skills & Experience

- Prior leadership and work experience on campus
- Demonstrated experience organizing and promoting campus programs and events

Knowledge Desired:

Knowledge Desired:

- Basic computer skills, proficiency in MS Word, Excel, Outlook.
- Basic office skills – photocopying and filing.
- Knowledge of Middlebury College resources helpful.
- Knowledge of other computer programs including, but not limited to, 25Live, MiddLink, Drupal, InDesign, and Photoshop, is helpful.

Other:

Other:

The AFC Fellow and Student Supervisor is a Junior or Senior who has demonstrated personal and academic growth over their time at Middlebury College.

Students from diverse backgrounds and interests are highly encouraged to apply.

Position Number: 901285

Position Title: The Campus – Managing Editor

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: Maria Farnsworth

Description:

Position Number: 901284

Position Title: "It's Not What You Think" Coordinator

EDORDA: 311-2911-50200-10-000000-11322

Position Type: None

Department: American Studies

Supervisor: Rachael Joo

Description: Responsibilities:

Pre-interview guest speakers, prioritize event content based on student needs, creates script for the event, assists with organizing and planning each event, and is the moderator at each event.

Position Number: 901286

Position Title: UCRF Research Asst – Johnson

EDORDA: 311-2911-50200-10-000000-11413

Position Type: None

Department: Political Science

Supervisor: Bert Johnson

Description:

Position Number: 901287

Position Title: FRAF Research Asst - Durst

EDORDA: #N/A

Position Type: #N/A

Department: Physics

Supervisor: Michael Durst

Description:

Position Number: 901288

Position Title: Gamut Room Cook

EDORDA: #N/A

Position Type: #N/A

Department: Dean of Students

Supervisor: David Kloepfer

Description: The Gamut Room Cook works under the supervision of a Gamut Room Lead Cook or other ServSafe certified staff and helps with food preparation and service.

Responsibilities:

- Prepares all food items as directed in a sanitary and timely manner.
- Follows recipes, portion controls, and presentation specifications as set by a Gamut Room Lead Cook
- Restocks all items as needed throughout the shift.
- Assists with the cleaning, sanitation, and organization of the kitchen and all storage areas.

Experience Desired:

- ServSafe Food Handlers certification required
- Previous cooking experience recommended

Position Number: 901289

Position Title: Gamut Room Lead Cook

EDORDA: 311-2503-50200-10-000000-12046

Position Type: None

Department: Dean of Students

Supervisor: David Kloepfer

Description: The Gamut Room Lead Cook plans, executes, and oversees food operations within the Gamut Room licensed kitchen.

Responsibilities:

- Sets up kitchen according to College Dining guidelines
- Cleans and maintains kitchen while practicing exceptional safety, sanitation and organizational skills
- Has understanding and knowledge of how to properly use and maintain all equipment in the station.
- Supervise Gamut Room Cooks and other guests who prepare and serve food in the Gamut Room.

Experience Desired:

- ServSafe Food Handlers certification required
- Supervisory experience preferred

Position Number: 901290

Position Title: MiddCORE Summer Intern

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: EJ Bartlett

Description: JOB DESCRIPTION

The MiddCORE Summer Intern (2 positions available) works with members of the MiddCORE team to support the immersive MiddCORE summer program, which takes place at the Middlebury Institute of International Studies at Monterey.

Primary responsibilities include:

- Serving as a resource and resident assistant for MiddCORE students, who will attend classes at MIIS and live at the nearby Asilomar Conference Grounds.

- Developing out-of-classroom community through planning and assistance with events, maintaining regular availability, and providing on-call support.

The MiddCORE Summer Intern also provides general and logistical support for the summer program and Innovation Hub, including:

- Assistance with organizational tasks related to admissions, record keeping, and general administrative responsibilities.
- Participation in on-the-ground efforts, such as preparing and delivering materials, assisting at events, and completing other duties as required.

This position requires an 8-week commitment, beginning Mon., June 11, 2018 and ending Fri., Aug. 3, 2018. Evening and weekend hours may be required.

DATES and SCHEDULE (8 weeks total)

Mon., June 11 – Fri., June 29 | Weekdays in VT at Middlebury College, for program prep and administrative support

Sat., June 30 – Sat., July 28 | Weekdays with occasional evenings and weekends at Asilomar Conference Grounds/MIIS in Monterey, CA, during MiddCORE

Mon., July 30 – Fri., Aug. 3 | Weekdays remotely and/or in VT at Middlebury College, for program wrap-up

QUALIFICATIONS

Experience Desired:

- Demonstrated experience in leadership, conflict resolution, teamwork, and working with diverse groups of individuals.
- Demonstrated competency in written and oral communication, as well as the use of good judgment in handling sensitive issues.
- Successful candidates will be proactive and organized, and have excellent interpersonal skills along with lots of creative energy.
- Previous successful completion of MiddCORE is required, and experience with residential life is preferred.

RESPONSIBILITIES

- Have a working understanding of Middlebury College and MIIS policies and the MiddCORE summer handbook.
- Be a visible and accessible presence at Asilomar Conference Grounds.
- Plan activities, both on and off campus, during non-programmed times (hikes, bike rides, beach trips, talent shows, etc.).
- Serve as an on-call responder for urgent or emergency situations.

- Be responsible for oversight and upkeep of guest rooms and student-used facilities.
- Assist in addressing student issues (e.g. roommate concerns, referral to services, etc.).
- Aid in enforcing MiddCORE and Middlebury policies at Asilomar and MIIS through promoting individual responsibility.
- Maintain an active, working relationship with Asilomar and MIIS's staff, including those in custodial services, housekeeping services, dining services, and other areas.
- Help conduct administrative functions for MiddCORE's daily sessions.
- Other duties and special projects as required.

Other:

PHYSICAL DEMANDS

Must be able to stand for long hours and carry at least 25 lbs.

COMPENSATION INCLUDES

- Room and board at Asilomar Conference Grounds for the 4 weeks of MiddCORE and local Monterey housing, if needed, in the days immediately preceding/after MiddCORE.
- Round-trip transportation from Middlebury, Vermont, to Asilomar/MIIS in Monterey, Calif.
- This is a full-time hourly position, 38.75 hours per week, with some flexibility for part-time hours in the weeks before and after the MiddCORE program.

SPECIAL INSTRUCTIONS FOR APPLICANTS:

- Applications will be reviewed as they are received. All application materials must be submitted online by Monday, March 7 at 5:00 pm EST to be considered. Finalists will be interviewed, and hiring decisions made by March 30, 2018.
- Previous successful completion of MiddCORE required.

APPLICANT REQUIRED DOCUMENTS:

- Cover letter that includes a statement indicating you will be available for the entire, eight-week employment period
- Resume
- A statement of 350 words or less that explains why you want this job, demonstrates why you think you're qualified, and provides some ideas you have for creating an exceptional "out-of-classroom" experience

Position Number: 901283

Position Title: ITS Service Requests Technician

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Lisa Terrier

Description: Responsibilities:

Technically oriented position needing people with the ability to work in a high stress, fast paced environment supporting computing on campus for all members of the college community as well as alumni, parents and off campus users.

Speaking knowledge of one or more of the 10 languages in the Middlebury Language School a plus. English fluency required. Basic support of computing issues for all 10 languages expected.

Supports the Language Schools, Bread Loaf summer sessions, as well as regular school year customers. Must have comprehensive understanding of school's workflow and technical needs.

Knowledge Desired:

Operating Systems Knowledge:

General understanding of Mac and Windows environments

Understanding of the Campus network infrastructure with ability to support network issues, intranet, server connectivity.

Familiarity with research tactics using World Wide Web; ability to use various software packages and support web development and questions

Lab maintenance and troubleshooting printing issues, supplies, and ensure workability of equipment in all ways.

Hardware and software use and troubleshooting, RAM, customer support, basic understanding of the mechanics of a computer, current knowledge of the industry products and releases. Hardware diagnostics as well as application usage for MS Office and other apps used on campus.

Communications:

High level of communication skills

Ability to provide computing support over the telephone and in person

Work with the public, as well as a member of a team.

Other:

Consultants must have some level of technical knowledge as well as being comfortable in knowing how to search for answers that they may not already have, be self motivated, continue their own learning curve, work both with and without supervision, be able to take initiative, be a fast learner, work as member of a team, know where to turn for technical advise and support, maintain composure under pressure. Most importantly they need to be responsible and punctual.

Professional presentation of services in the Helpdesk and other locations on campus.

Ability to lift and carry equipment up stairs.

Position Number: 901291

Position Title: AFC Peer Writing Tutor

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Mary Ellen Bertolini

Description: Responsibilities:

AFC Peer Writing Tutors are outstanding student writers, typically nominated for their position by faculty members. These tutors are trained by the Writing Program to work with their peers on papers assigned across the disciplines. Training takes place over a series of six required sessions at the CTLR. Peer Writing Tutors are trained to provide “authorized aid” on papers.

AFC Writing Tutors will offer drop-in tutoring hours for their peers at AFC several nights a week. Peer Writing Tutors can work with students at any phase of the writing process. They are also trained to help with oral presentations.

While the Writing Program will pay for the tutors’ training hours, Atwater Commons will pay for the hours that tutors put into working their shifts at Atwater.

Peer Writing Tutors are expected to report to the Writing Program about their tutoring experiences at AFC by filling out their log sheets and submitting them at the CTLR.

Position Number: 901293

Position Title: Athletics Lacrosse Videographer

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Athletics

Supervisor: Gus Brakeley

Description: Responsibilities: Film lacrosse practices/games

Experience Desired: Some experience with video cameras

Knowledge Desired: Some knowledge of lacrosse

Position Number: 901234

Position Title: Regular Season Field Hockey Game Staff

EDORDA: 311-2911-50200-10-000000-12973

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description: Responsibilities:

* ball runner - provide continuous game balls throughout contest

* stats assistant -

* clock operator -

* game announcer - desire and ability to speak well through a microphone and read printed text proficiently

* game filmer

Experience:

Knowledge and experience with game rules

Position Number: 901295

Position Title: UCRF Research Asst - George

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Kemi George

Description:

Position Number: 901296

Position Title: Nat Geo Research Asst – Amidon

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: William Amidon

Description: Research Assistant duties.

Position Number: 901292

Position Title: Men's Basketball Game Staff

EDORDA: 311-2127-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Jeff Brown

Description: Game staff including clock operator.

Position Number: 901297

Position Title: JAPN Media Assistant

EDORDA: 311-2901-50200-10-301077-11382

Position Type: None

Department: Japanese Studies

Supervisor: Judy Olinick

Description: Responsibilities:

Run daytime and evening screenings in support of Japanese Studies classroom instruction, in Axinn 100.

- Run weekly scheduled screenings.
- Assist instructor in JAPN0175 with accessing the collections and resources of LIS, notably media and equipment collections
- Assist with, and troubleshoot, various media equipment.
- Inspect and clean Media Collection materials including VHS, DVD, Laserdisc, as needed

- Refer questions and problems to the appropriate department and library resource – Circulation supervisor, Media Services, Reference Librarian, Helpdesk and other LIS departments
- Maintain security of Media Collection materials (DVDs)
- Required to work a set weekly schedule
- Flexibility and commitment to a work schedule and duties
- Expectation of a highly efficient use of self-directed time and appropriate decision making skills
- Expectation of modeling appropriate behavior and policies to other students at all times
- Other duties as assigned

Position Number: 901298

Position Title: DLA Research Asst - Liebhaber

EDORDA: 311-2901-50200-10-301077-11289

Position Type: None

Department: International and Global Studies

Supervisor: Samuel Liebhaber

Description:

Position Number: 901299

Position Title: DLA Research Asst - Herb

EDORDA: 311-2902-50200-10-300775-11411

Position Type: None

Department: Geography

Supervisor: Guntram Herb

Description:

Position Number: 901300

Position Title: DLA Research Asst - Dickerson

EDORDA: 311-2902-50200-10-110025-11388

Position Type: None

Department: Computer Science

Supervisor: Matthew Dickerson

Description:

Position Number: 901301

Position Title: ARBC Research Asst - Nassif

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Arabic

Supervisor: Lama Nassif

Description: Responsibilities: Analyzing research data and doing article search.

Position Number: 901302

Position Title: AFC Summer Intern

EDORDA: 311-2140-50200-10-000000-11603

Position Type: None

Department: Dean of the College

Supervisor: Derisa Collymore

Description: Responsibilities
The Anderson Freeman Resource Center (AFC) seeks a Summer Intern to help us with a range of summer projects including outreach and program development. July 1 start date, end date on September 8. You could combine this with another part-time summer campus position or work for us full time! We have a variety of interesting and rewarding projects.
Duties include:
General office tasks and responsibilities, including coverage while staff is away.
Assist with planning related to First@Midd first-gen student pre-orientation program, new student orientation, Early Arrival for Posse Scholars including the family dinner.
Assist with planning related to Fall AFC programming including Homecoming, Parents Weekend, and Discover Middlebury.
Provide multicultural student services research assistance (e.g., comparison to other campus programs, "best practices," student leadership).
Manage communications and outreach projects including updating AFC website and social media updates (Facebook, etc.).
Support the First-Gen Experience Program.
Support development of student staff training.
Help prepare promotional materials for first years, including introductory e-mail, posters, flyers, etc.
Archiving and

creating a history of our work. · Other projects as needed. Experience Desired · Excellent interpersonal and communication skills. · Ability to manage and prioritize multiple tasks. · Self-motivation and the ability to work independently and proactively on projects. · Previous experience with diversity, inclusion and social justice work. · Sensitivity and understanding of the unique needs of first-generation college students a plus. · Event planning experience helpful. Knowledge Desired · Strong computer skills, including Word and Excel. · Drupal web site creating and editing skills (or a willingness to take a class in Drupal through LIS). · Strong communications skills, both oral and written. · Reliability and a strong commitment to AFC's mission. · Ability to maintain confidentiality. · Research skills. · Ability to prioritize and juggle several projects simultaneously. · Creative/artistic/design skills would be a great asset. Other Open to continuing Middlebury College students. Students from diverse backgrounds and interests are highly encouraged to apply.

Position Number: 901303

Position Title: NSCI 0252 Teaching Assistant

EDORDA: 311-2911-50200-10-000000-11352

Position Type: None

Department:

Supervisor: Clinton Cave

Description: Responsibilities: Assist with labs, hold weekly TA hours to answer student questions.

Position Number: 901072

Position Title: UCRF Research Asst - Khalifa

EDORDA: 311-2910-50200-10-530192-11566

Position Type: None

Department: Philosophy

Supervisor: Kareem Khalifa

Description:

Position Number: 901304

Position Title: PSCI Research Asst – Teets

EDORDA: 311-2911-50200-10-000000-11444

Position Type: None

Department: Political Science

Supervisor: Jessica Teets

Description:

Position Number: 901305

Position Title: UCRF Research Asst – MMGomez

EDORDA: 311-2911-50200-10-000000-13068

Position Type: None

Department: Spanish and Portuguese

Supervisor: Marta Manrique-Gomez

Description:

Position Number: 901306

Position Title: FRAF Research Asst – RMadrazo

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Spanish and Portuguese

Supervisor: Marcos Rohena-Madrazo

Description:

Position Number: 900247

Position Title: STSS Database Designer

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Cathy Ekstrom

Description: Responsibilities:

Design and create Access database for compliance training and OH&S training as well as improve and update current databases. Train staff in use of databases.

Other administrative/office assistant tasks as needed.

Knowledge Desired:

Computer Science major or programming experience. Self starter, motivated and responsible. Able to learn new things and to train others.

Position Number: 901307

Position Title: DLINQ Intern

EDORDA: 311-2902-50200-10-110025-11403

Position Type: None

Department: Provost

Supervisor: Joseph Antonioli

Description: General description of the position and department

The mission of the Office of Digital Learning & Inquiry (DLINQ) is to explore and create digital practices and spaces that advance the transformative potential of education in students' lives, and to advance digital fluency and critical engagement with the digital at Middlebury.

Student interns play a key role in the Office of Digital Learning & Inquiry's (DLINQ) student engagement program which centers student learning that, as an extension of the mission and reach of our office, applies equally to and serves to unify and connect students across Middlebury programs. DLINQ interns actively engage with DLINQ staff, project partners, and one another as peer mentors in ways that engage their curiosity, advance and prioritize their learning, and foster their sense of cross-institutional community.

Under supervision of an assigned DLINQ staff member, DLINQ summer 2020 interns will work remotely to support educational continuity for the summer Language Schools faculty and students, on-going strategic instructional design projects, departmental logistics and communications related to support of programs for the Fall, as well as on-going digital fluency projects.

Interns work autonomously and in collaboration to assist community members with digital technologies, tools, environments and practices. At the start of employment, interns work through an on-boarding training program that explores a variety of digital environments, media development tools, web

technologies and issues in digital learning. Over the course of their employment, interns are also expected to deepen their knowledge of digital tools and to choose at least one area of specialization.

Responsibilities and duties

Under supervision of an assigned DLINQ staff member, intern responsibilities and duties include:

- Facilitating peer-to-peer consultations with other students, and occasionally staff and faculty, on topics and tools on which they have received training or demonstrated interest and proficiency (e.g., multimedia production, web tools, emerging technologies, effective use of software)

- Responding to Middlebury community with thoughtful and responsive support by taking virtual appointments

- Writing and updating website posts, calendar events, as well as documentation for common digital tools, environments and practices

- Supporting or co-leading one and one or small group learning sessions (when requested by their supervisor) on topics relevant to DLINQ's areas of focus

- Contributing to the development, progress, and success of DLINQ sponsored as well as community partner projects and initiatives. Projects are assigned by DLINQ supervisors based on interns' experience, skills, interest, or professional/academic development goals.

Knowledge, abilities, skills and prior experience

Interns will bring a unique set of skills to the team and have opportunities to develop new knowledge and skills. Successful interns will be self-motivated and creative problem solvers, curious about digital tools and practices while continuing on their own learning curve, and work well in a remote working supervisory setting. Though DLINQ Interns may not possess all of these skills and areas of expertise, they may be asked to develop and deepen the following:

- familiarity with multimedia production tools and processes including video and audio editing and digital storytelling

- familiarity with website development

- familiarity with Canvas, Panopto, Wordpress, MiddCreate tools, and Domain of One's Own movement

- familiarity with visual presentation practices and various graphic design tools, for example the Adobe creative suite

- experience with digital collaboration tools like Google docs and communicating with tools like Zoom web conferencing and Slack

- strong verbal and written communication skills including writing for the web

- excellent customer service and the ability to communicate clearly and patiently about complex technical issues

- ability to effectively coordinate and collaborate in geographically-dispersed and team-based environments

ability to think creatively and critically about digital tools, practices, and environments taking initiative to investigate problems and work through viable solutions autonomously troubleshooting or researching solutions to technical issues

adopting a partnering mindset with faculty, staff, and other students to move projects forward

earning new technologies and developing new skills independently that benefit personal growth or the intern team

Typical schedule demands

Regular attendance at mandatory meetings is expected as is contribution and follow-up to tasks and topics discussed at the meeting. Interns will often be called upon to complete professional presentations of services and tools.

Position Number: 901308

Position Title: STRT Research Asst - BMedard

EDORDA: 311-2137-50200-10-530199-00000

Position Type: None

Department: Environmental Studies

Supervisor: Mez Baker-Medard

Description: Responsibilities: Literature review

Data analysis

Experience Desired:

GIS

familiarity with gender theory

familiarity with environmental studies

Position Number: 901169

Position Title: NSF Research Asst - MNelson

EDORDA: 314-1408-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Peggy Nelson

Description:

Position Number: 901366

Position Title: Print & Mail Inventory Assistant

EDORDA: 311-2907-50200-10-000000-00000

Position Type: None

Department: Reprographics

Supervisor: Rick Carlson

Description: Short term position: 4-5 days, two individuals 20-25 hours each.

Assist staff with the movement and organization of paper & envelope inventory. Utilize carts and hand trucks to move inventory to storage locations in the building.

Experience Desired:

Organizational skills with the ability to follow simple instructions. Must be physically able to stand, bend reach and lift paper boxes weighing 50lbs. Stack several and move using a hand cart.

Position Number: 901374

Position Title: NEWYC Intern

EDORDA: 311-2004-50200-10-000000-13063

Position Type: None

Department: English & American Literatures

Supervisor: Karin Gottshall

Description: Responsibilities:

Attend the New England Young Writers' Conference and help with administrative tasks. May also include writing and editing The Crumb (daily newsletter) and leading craft classes as necessary.

Experience Desired: Demonstrated interest in and study of creative writing.

Position Number: 901380

Position Title: Men's Lacrosse Game Staff

EDORDA: 311-2004-50200-10-000000-13399

Position Type: None

Department: Athletics

Supervisor: Gus Brakeley

Description: Operate shot clock

Position Number: 901382

Position Title: Women's LAX Ball Run/Announcer

EDORDA: 311-2902-50200-10-110025-11563

Position Type: None

Department: Athletics

Supervisor: Kate Livesay

Description: Assist with Lacrosse games. May include ball runner and/or game announcer.

Position Number: 901381

Position Title: STRT Research Asst - Byker

EDORDA: 311-2903-50100-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Tanya Byker

Description: Provide research assistance in support of faculty research project. Tasks may include working with large complex data sets and data analysis.

Position Number: 901384

Position Title: Dining Software Intern

EDORDA: 311-2112-50200-10-212263-00000

Position Type: None

Department: Dining Services

Supervisor: Dan Detora

Description: • Learn the new Menu Management System Program

- Work closely with the ITS manager to ensure the system is being setup properly
- Input all board dining recipes into the system

- Work with chefs and cooks for proper measurements for all ingredients
- Work with chefs and cooks to help develop the menu cycle
- Input the 6 week menu cycles into the system
- Work with a registered dietitian in order to come up with the nutritional information on each menu item
- Print all the menu signage for the dining halls
- Ensure that the signs are accurate including the nutritional information on each

Experience Desired:

- High School Degree
- Strong computer knowledge

Knowledge Desired:

- Knowledge of food purchasing, recipes, and high production kitchen

Position Number: 901216

Position Title: CLAS Research Asst - Chaplin

EDORDA: #N/A

Position Type: #N/A

Department: Classics

Supervisor: Jane Chaplin

Description:

Position Number: 900036

Position Title: NITLE Training/Courseware Development

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description:

Position Number: 900305

Position Title: NITLE Computer Lab Manager

EDORDA: 311-2505-50200-10-000000-13176

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901388

Position Title: CCE Community Engagement Organizations Coordinator

EDORDA: #N/A

Position Type: #N/A

Department: cce

Supervisor: Liz Cleveland

Description: Responsibilities:

The Community Engagement Organizations (CEOs) co-coordinators work together with the Center for Community Engagement (CCE) to facilitate communication and cooperation between student service organizations and offer programs to the campus.

CEO Coordinators will work collaboratively to:

- Strengthen the collaboration and learning across the 20+ student-led CEOs using strong communication and community-building skills
- Manage finances for the CEOs (budget request processes, allocations, credit card sign outs, etc.) in collaboration with Student Activities Office and CCE staff and the SGA Finance Committee.
- Administer the CEO Flex Fund grants for spending requests beyond existing organizations' budgets.
- Facilitate monthly collaborative events and trainings to build student leaders' civic knowledge, skills, and identities.
- Serve as an active member of the CCE Student Staff team

Experience Desired:

- Demonstrated experience managing student org budgets and/or highly detailed processes.
- Demonstrated leadership experience in volunteer and/or community-connected initiatives and programs preferred.

- Excellent interpersonal and communication skills.
- Ability to remain organized while balancing multiple priorities and tasks
- Self-motivated and reliable.
- Ability to work independently and proactively on projects.
- Ability to work with a team and accept direction from supervisors.

Knowledge Desired:

- Basic computer skills, proficiency in MS Word, Excel, Outlook, Google Drive, Presence.
- Understanding of the processes involved in student org leadership, management, and budgeting at Middlebury College.

Position Number: 900990

Position Title: Modern Hebrew Technology Specialist

EDORDA: 311-2911-50200-10-000000-11562

Position Type: None

Department: International and Global Studies

Supervisor: Orna Goldman

Description:

Position Number: 901070

Position Title: FRAF Research Asst - Smorodinska

EDORDA: 311-2911-50200-10-000000-11555

Position Type: None

Department: Russian

Supervisor: Tatiana Smorodinska

Description:

Position Number: 901107

Position Title: UCRF Research Asst - Stroup

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Sarah Stroup

Description:

Position Number: 901116

Position Title: Beckman Scholar

EDORDA: 311-2911-50200-10-000000-11524

Position Type: None

Department:

Supervisor: Jenna Quenneville

Description:

Position Number: 901118

Position Title: UCRF Research Asst - Viner

EDORDA: 311-6108-50200-10-610689-00000

Position Type: None

Department: Philosophy

Supervisor: Steven Viner

Description:

Position Number: 901137

Position Title: Certified Yoga Instructor - Summer

EDORDA: 311-2911-50200-10-000000-11295

Position Type: None

Department: Dean of Students

Supervisor: Doug Adams

Description: Responsibilities:

Teach summer yoga courses as needed

Appropriate set up, preparation and clean up of the space

Communication with Residential Life about scheduling needs and student attendance

Knowledge Desired: Current yoga certification required

Position Number: 901151

Position Title: FRAF Research Asst - Hofer

EDORDA: 311-2911-50200-10-000000-11287

Position Type: None

Department: Psychology

Supervisor: Barbara Hofer

Description:

Position Number: 901152

Position Title: FRAF Research Asst - Du

EDORDA: 311-2911-50200-10-000000-11409

Position Type: None

Department: Chinese

Supervisor: Hang Du

Description:

Position Number: 901153

Position Title: FRAF Research Asst - MCRobinson

EDORDA: 311-2911-50200-10-000000-11352

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Molly Costanza-Robinson

Description:

Position Number: 901154

Position Title: FRAF Research Asst - Khalifa

EDORDA: 311-2911-50200-10-000000-11262

Position Type: None

Department: Philosophy

Supervisor: Kareem Khalifa

Description:

Position Number: 901155

Position Title: FRAF Research Asst - Rocha

EDORDA: 311-2911-50200-10-000000-11243

Position Type: None

Department: Spanish and Portuguese

Supervisor: Fernando Rocha

Description:

Position Number: 901156

Position Title: FRAF Research Asst - EHV Vaughn

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Emiliano Huet-Vaughn

Description:

Position Number: 900157

Position Title: FRAF Research Asst - Dean

EDORDA: 311-2911-50200-10-000000-10821

Position Type: None

Department: Political Science

Supervisor: Adam Dean

Description:

Position Number: 901158

Position Title: FRAF Research Asst - Holler

EDORDA: 311-2902-50200-10-110025-11507

Position Type: None

Department: Geography

Supervisor: Joe Holler

Description:

Position Number: 901161

Position Title: STRT Research Asst - Moeller

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Robert Moeller

Description: Essential Functions:

Assist with SPSS data analysis (SPSS experience not necessary, willing to teach this skill)

Conduct literature reviews

Develop recruiting materials and plans for multi-site project

Provide day-to-day support to faculty researchers

General Responsibilities:

The research assistant position will include conducting statistical analyses, organizing of data sets, developing recruiting plans.

Knowledge, Skills and Abilities:

Exceptional attention to detail

Strong analytic skills

Strong writing skills

Creative problem solving

Comfortable with ambiguity and curiosity driven problem solving

Experience:

No experience necessary

Students from any major at Middlebury will be considered

Other:

The student will be working with two faculty members, Profs Moeller & Seehuus. The primary work will be supporting the longitudinal multi-site mental health project (AKA, student stress survey).

Position Number:

Position Title: 901162

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor:

Description:

Position Number: 901162

Position Title: RUSS Research Asst - Katz

EDORDA: 311-2911-50200-10-000000-11444

Position Type: None

Department: Russian

Supervisor: Judy Olinick

Description:

Position Number: 901164

Position Title: FRAF Research Asst - MMGomez

EDORDA: 311-2911-50200-10-000000-11133

Position Type: None

Department: Spanish and Portuguese

Supervisor: Marta Manrique-Gomez

Description:

Position Number: 901178

Position Title: UCRF Research Asst - Stanger

EDORDA: 311-2901-50200-10-301077-11393

Position Type: None

Department: Political Science

Supervisor: Allison Stanger

Description:

Position Number: 901185

Position Title: DLA Research Asst - Stein

EDORDA: 311-2911-50200-10-000000-11211

Position Type: None

Department: Film and Media Culture

Supervisor: Louisa Stein

Description:

Position Number: 901186

Position Title: Writing Program Research Asst

EDORDA: 311-2911-50200-10-000000-11205

Position Type: None

Department: Writing Program

Supervisor: Catharine Wright

Description:

Position Number: 901187

Position Title: FRAF Research Asst - Cooper

EDORDA: 311-2911-50200-10-000000-11491

Position Type: None

Department: Education Studies

Supervisor: Claudia Cooper

Description: Responsibilities: Research support for the project "Betasab Global Family Initiative".

Position Number: 901191

Position Title: FRAF Research Asst - Hamlin

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Music

Supervisor: Peter Hamlin

Description:

Position Number: 901235

Position Title: NCAA Field Hockey Game Staff

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description: Responsibilities:

* ball runner – provide continuous game balls throughout contest

* stats assistant -

* clock operator -

* game announcer – desire and ability to speak well through a microphone and read printed text proficiently

* game filmer

Experience:

Knowledge and experience with game rules

Position Number: 901236

Position Title: NESCAC Field Hockey Game Staff

EDORDA: 311-2911-50200-10-000000-11473

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description: Responsibilities:

* ball runner – provide continuous game balls throughout contest

* stats assistant -

* clock operator -

* game announcer – desire and ability to speak well through a microphone and read printed text proficiently

* game filmer

Experience:

Knowledge and experience with game rules

Position Number: 901239

Position Title: FRAF Research Asst - Olsen

EDORDA: #N/A

Position Type: #N/A

Department: Dance

Supervisor: Andrea Olsen

Description:

Position Number: 901294

Position Title: FRAF Research Asst - Avieli

EDORDA: #N/A

Position Type: #N/A

Department: International and Global Studies

Supervisor: Ni Avieli

Description:

Position Number: 901309

Position Title: GEOL Research Asst - Amidon

EDORDA: 311-2902-50200-10-205393-11170

Position Type: None

Department: Geology

Supervisor: Will Amidon

Description:

Position Number: 901310

Position Title: CHEM Research Asst - Bunt

EDORDA: 311-2902-50200-10-201133-11170

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Rick Bunt

Description:

Position Number: 901311

Position Title: CHEM Research Asst - Bunt

EDORDA: 311-2902-50200-10-300409-11171

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Rick Bunt

Description:

Position Number: 901312

Position Title: CHEM Research Asst - Byers

EDORDA: 311-2902-50200-10-209483-11140

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Jeff Byers

Description:

Position Number: 901313

Position Title: CSCI Research Asst - Christman

EDORDA: 311-2902-50200-10-205393-11140

Position Type: None

Department: Computer Science

Supervisor: Ananya Christman

Description:

Position Number: 901314

Position Title: CSCI Research Asst - Christman

EDORDA: 311-2910-50200-10-530192-11195

Position Type: None

Department: Computer Science

Supervisor: Ananya Christman

Description:

Position Number: 901315

Position Title: VGN Research Asst - Cluss

EDORDA: 311-2902-50200-10-211073-11195

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Bob Cluss

Description:

Position Number: 901316

Position Title: Ostro Research Asst - Cluss

EDORDA: 311-2902-50200-10-205393-11195

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Bob Cluss

Description:

Position Number: 901317

Position Title: CHEM Research Asst - Cluss

EDORDA: 311-2902-50200-10-211603-11183

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Bob Cluss

Description:

Position Number: 901318

Position Title: BIOL Research Asst - Combelles

EDORDA: 311-2902-50200-10-211603-11409

Position Type: None

Department: Biology

Supervisor: Catherine Combelles

Description:

Position Number: 901319

Position Title: CHEM Research Asst - MCRobinson

EDORDA: 311-2902-50200-10-510016-11410

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Molly Costanza-Robinson

Description:

Position Number: 901320

Position Title: VGN Research Asst - Dash

EDORDA: 311-2902-50200-10-205393-11410

Position Type: None

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901321

Position Title: PSYC Research Asst - Dash

EDORDA: 311-2902-50200-10-206923-11411

Position Type: None

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901322

Position Title: CSCI Research Asst - Dickerson

EDORDA: 311-2902-50200-10-510016-11413

Position Type: None

Department: Computer Science

Supervisor: Matthew Dickerson

Description:

Position Number: 901323

Position Title: VGN Research Asst - Durst

EDORDA: 311-2111-50200-10-510170-11374

Position Type: None

Department: Physics

Supervisor: Michael Durst

Description:

Position Number: 901324

Position Title: CHEM Research Asst - Giddings

EDORDA: 311-2111-50200-10-510031-11374

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lesley-Ann Giddings

Description:

Position Number: 901325

Position Title: VGN Research Asst - Giddings

EDORDA: 311-2902-50200-10-205393-11270

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lesley-Ann Giddings

Description:

Position Number: 901326

Position Title: PHYS Research Asst - Goodsell

EDORDA: 311-2902-50200-10-209483-11270

Position Type: None

Department: Physics

Supervisor: Anne Goodsell

Description:

Position Number: 901327

Position Title: PHYS Research Asst - Goodsell

EDORDA: 311-2902-50200-10-207063-11329

Position Type: None

Department: Physics

Supervisor: Anne Goodsell

Description:

Position Number: 901328

Position Title: BIOL Research Asst - Mikucki

EDORDA: 311-2902-50200-10-201123-11329

Position Type: None

Department: Biology

Supervisor: Jill Mikucki

Description:

Position Number: 901329

Position Title: BIOL Research Asst - Mikucki

EDORDA: 311-2902-50200-10-510016-11487

Position Type: None

Department: Biology

Supervisor: Jill Mikucki

Description:

Position Number: 901330

Position Title: VGN Research Asst - Parker

EDORDA: 311-2902-50200-10-206923-11513

Position Type: None

Department: Psychology

Supervisor: Clarissa Parker

Description:

Position Number: 901331

Position Title: GEOL Research Asst - Ryan

EDORDA: #N/A

Position Type: #N/A

Department: Geology

Supervisor: Peter Ryan

Description:

Position Number: 901332

Position Title: VGN Research Asst - Sandwich

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Roger Sandwick

Description:

Position Number: 901333

Position Title: CHEM Research Asst - Sandwick

EDORDA: 311-2910-50200-10-530192-11548

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Roger Sandwick

Description:

Position Number: 901334

Position Title: VGN Research Asst - Spatafora

EDORDA: 311-2902-50200-10-210043-11548

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 901335

Position Title: BIOL Research Asst - Spatafora

EDORDA: 311-2902-50200-10-206393-11548

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 901336

Position Title: BIOL Research Asst - Spatafora

EDORDA: 311-2902-50200-10-201513-11548

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 901337

Position Title: BIOL Research Asst - Spatafora

EDORDA: 311-2902-50200-10-205393-11551

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description:

Position Number: 901338

Position Title: BIOL Research Asst - Spritzer

EDORDA: 311-2902-50200-10-209483-11579

Position Type: None

Department: Biology

Supervisor: Mark Spritzer

Description:

Position Number: 901339

Position Title: CHEM Research Asst - Vasiliou

EDORDA: 311-2902-50200-10-205393-11589

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: AnGayle Vasiliou

Description:

Position Number: 901340

Position Title: BIOL Research Asst - Ward

EDORDA: 311-2902-50200-10-206923-11310

Position Type: None

Department: Biology

Supervisor: Jeremy Ward

Description:

Position Number: 901341

Position Title: ECON Research Asst - Berazneva

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Julia Berazneva

Description:

Position Number: 901342

Position Title: CHEM Research Asst -Choi

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description:

Position Number: 901343

Position Title: CHEM Research Asst - Choi

EDORDA: 314-2001-50200-10-303020-14948

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description:

Position Number: 901344

Position Title: PSYC Research Asst - McCauley

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Michelle McCauley

Description:

Position Number: 901345

Position Title: CHEM Research Asst - Choi

EDORDA: 311-2910-50200-10-530192-11136

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description:

Position Number: 901346

Position Title: VGN Research Asst - Allen

EDORDA: 311-2110-50200-10-510007-00000

Position Type: None

Department: Biology

Supervisor: David Allen

Description: Responsibilities:

This position will assist with research in the Allen lab's disease ecology project. Responsibilities for this position include: tick sampling in the field, taking vegetation and environmental measurements of sample locations, DNA extraction from samples and processing to determine whether the ticks carry the Lyme disease bacterium (*Borrelia burgdorferi*).

Position Number: 901347

Position Title: NIH Research Asst - Combelles

EDORDA: 311-2110-50200-10-510037-11548

Position Type: None

Department: Biology

Supervisor: Catherine Combelles

Description:

Position Number: 901348

Position Title: NIH Research Asst - Spatafora

EDORDA: 311-2116-50200-10-300321-00000

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description: Successful candidates will apply molecular genetic skills to investigate an important metalloregulatory protein in the oral pathogen, *Streptococcus mutans*. Preference will be given to students who have experience working with microorganisms (Biosafety Level-2) and who have some expertise in or exposure to basic molecular biology skills including micropipetting, agarose gel electrophoresis, nucleic acid isolation and purification, restriction enzyme mapping, and polymerase chain reaction (PCR). Looking for highly motivated self-starters with keen organizational skills. Attention to fine detail is a must. Successful candidates will work independently on a research project that addresses the goals of the laboratory's mission which is funded by the NIH-NIDCR. Completion of the core Biology sequence (BIOL0145 and BIOL0140) is required, and an upper level laboratory experience (eg. BIOL0310, BIOL0314, BIOL0324, BIOL0365) preferred. Seeking applicants who are committed to the research process and have keen organization skills and an ability to manipulate small reaction volumes. BIOL0145 and BIOL0140 laboratory experience. Additional laboratory experience a plus. Looking for students who like being in a laboratory

setting and are motivated to learn new procedures. Ability to work independently and alongside others is a must.

Position Number: 901349

Position Title: GEOG Research Asst - Hegman

EDORDA: 311-2120-50200-10-300906-11127

Position Type: None

Department: Geography

Supervisor: Bill Hegman

Description:

Position Number: 901350

Position Title: HIST Research Asst - Morsman

EDORDA: 311-2115-50200-10-202153-00000

Position Type: None

Department: History

Supervisor: Amy Morsman

Description:

Position Number: 901351

Position Title: ECON Research Asst - Matthews

EDORDA: 311-2910-50200-10-530192-11579

Position Type: None

Department: Economics

Supervisor: Peter Matthews

Description:

Position Number: 901352

Position Title: VGN Research Asst - Vasiliou

EDORDA: 311-2115-50200-10-630066-11483

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: AnGayle Vasiliou

Description:

Position Number: 901353

Position Title: ECON Research Asst - Sommers

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Paul Sommers

Description:

Position Number: 901354

Position Title: STRT Research Asst - Allen

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: David Allen

Description: Responsibilities:

Conduct forest ecology research in the Allen lab. These responsibilities include: forest plot censusing, collecting seed from seed traps, measuring tree core growth rings, analyzing canopy images, and other lab activities.

Position Number: 901355

Position Title: CHEM Research Asst - Sandwick

EDORDA: 311-2111-50200-10-510064-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Roger Sandwick

Description:

Position Number: 901356

Position Title: NSF Research Asst - Larrabee

EDORDA: 311-2910-50200-10-530192-11274

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: James Larrabee

Description:

Position Number: 901357

Position Title: Quasar Research Asst - Glikman

EDORDA: 311-2910-50200-10-530192-11487

Position Type: None

Department: Physics

Supervisor: Eilat Glikman

Description:

Position Number: 901358

Position Title: VGN Research Asst - Parker

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Clarissa Parker

Description:

Position Number: 901359

Position Title: GRMN Research Asst - Feiereisen

EDORDA: 311-2910-50200-10-530192-11413

Position Type: None

Department: German

Supervisor: Florence Feiereisen

Description:

Position Number: 901360

Position Title: VGN Research Asst - Durst

EDORDA: 311-2902-50200-10-110025-11122

Position Type: None

Department: Physics

Supervisor: Michael Durst

Description:

Position Number: 901361

Position Title: STRT Research Asst - Crocker

EDORDA: 311-2902-50200-10-110025-11178

Position Type: None

Department:

Supervisor: Amanda Crocker

Description:

Position Number: 901362

Position Title: STRT Research Asst - Andrews

EDORDA: 311-2133-50200-10-510053-00000

Position Type: None

Department: Computer Science

Supervisor: Christopher Andrews

Description:

Position Number: 901363

Position Title: NSF Research Asst - Glikman

EDORDA: 311-2111-50200-10-630037-11170

Position Type: None

Department: Physics

Supervisor: Eilat Glikman

Description:

Position Number: 901364

Position Title: CHEM Research Asst - Bunt

EDORDA: 311-2910-50200-10-530192-11122

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Rick Bunt

Description:

Position Number: 901365

Position Title: VGN Research Asst - Crocker

EDORDA: 311-2910-50200-10-530192-11410

Position Type: None

Department:

Supervisor: Amanda Crocker

Description:

Position Number: 901367

Position Title: VGN Research Asst - Dash

EDORDA: 311-2133-50200-10-510073-00000

Position Type: None

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901368

Position Title: NSF Research Asst - Graham

EDORDA: 311-2902-50200-10-110025-11410

Position Type: None

Department: Physics

Supervisor: Noah Graham

Description:

Position Number: 901369

Position Title: STRT Research Asst - Dash

EDORDA: 311-2902-50200-10-110025-11374

Position Type: None

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901370

Position Title: STRT Research Asst - Giddings

EDORDA: 311-2902-50200-10-300775-11410

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lesley-Ann Giddings

Description:

Position Number: 901371

Position Title: DLA Research Asst - Dash

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901372

Position Title: GEOL Research Asst - Amidon

EDORDA: 311-2110-50200-10-300717-11589

Position Type: None

Department: Geology

Supervisor: Will Amidon

Description:

Position Number: 901373

Position Title: STEM Research Asst - Ward

EDORDA: 311-2910-50200-10-530192-11250

Position Type: None

Department: Biology

Supervisor: Jeremy Ward

Description:

Position Number: 901375

Position Title: VGN Research Asst - Ernstrom

EDORDA: 311-2118-50200-10-530115-00000

Position Type: None

Department: Biology

Supervisor: Glen Ernstrom

Description:

Position Number: 901376

Position Title: GEOL Research Asst - Amidon

EDORDA: 311-2907-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: Will Amidon

Description:

Position Number: 901377

Position Title: NEYWC Teaching Intern

EDORDA: 311-2907-50200-10-000000-00000

Position Type: None

Department: English & American Literatures

Supervisor: Karin Gottshall

Description: Teaching Craft Class; includes concept, designing lesson plan and actually teaching class.

Position Number: 901378

Position Title: NEYWC Editing Intern

EDORDA: 311-2911-50200-10-000000-11122

Position Type: None

Department: English & American Literatures

Supervisor: Karin Gottshall

Description: Editor for The Crumb.

Position Number: 901379

Position Title: FRAF Research Asst - Crocker

EDORDA: 311-2903-50100-10-000000-00000

Position Type: None

Department:

Supervisor: Amanda Crocker

Description:

Position Number: 901383

Position Title: VGN Research Asst - Graham

EDORDA: 311-2903-50100-10-000000-00000

Position Type: None

Department: Physics

Supervisor: Noah Graham

Description:

Position Number: 901385

Position Title: CSCI Research Asst - Christman

EDORDA: #N/A

Position Type: #N/A

Department: Computer Science

Supervisor: Ananya Christman

Description:

Position Number: 901386

Position Title: Beck Research Asst - Allen

EDORDA: 311-2903-50100-10-000000-00000

Position Type: None

Department: Biology

Supervisor: David Allen

Description:

Position Number: 901387

Position Title: ART Research Asst - Gatewood

EDORDA: 311-2902-50200-10-110025-11337

Position Type: None

Department: Studio Art

Supervisor: Megan Curran

Description:

Position Number: 901389

Position Title: STRT Research Asst - de Souza

EDORDA: 311-2902-50200-10-110025-11514

Position Type: None

Department: Economics

Supervisor: Joao Paulo de Souza

Description: Responsibilities:

The student will be initially responsible for cleaning up data files and assembling a dataset with information from the decennial Brazilian Agrarian Census covering the 1950-1980 period. Further responsibilities include providing descriptive data analysis, and preparing tables and figures.

Knowledge Desired:

The student is required to have working knowledge of STATA, including familiarity with data manipulation tools and experience with writing .do files. Students who have taken the Economics department's required Econometrics courses should have the required experience.

Working knowledge of Spanish or Portuguese is a plus, but not required.

Position Number: 901390

Position Title: STRT Research Asst - Abe

EDORDA: #N/A

Position Type: #N/A

Department: Japanese Studies

Supervisor: Sayaka Abe

Description:

Position Number: 901391

Position Title: Voices of the Class Director

EDORDA: 311-2140-50200-10-000000-11602

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description: Responsibilities:

Work with a cast of 5-8 student performers, a staff advisor, and the MiddView planning team to develop and perform (during MiddView) a 1-hour show created from materials submitted by incoming first years.

Experience Desired:

Previous theatrical performance and directorial experience strongly preferred

Past experience with Voices of the Class preferred

Position Number: 901392

Position Title: NSCI 0251 Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Amanda Crocker

Description: Responsibilities: Help organize the labs. Provide assistance during lab periods. Act as a resource for help and clarification of lecture materials through the running of review sessions. Experience Desired: Taken NSCI 0251

Position Number:

Position Title: Global Health Project Assistant

EDORDA: 311-2902-50200-10-300679-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901393

Position Title: Global Health Project Assistant

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: Global Health

Supervisor: Pamela Berenbaum

Description: Responsibilities:

1. Take primary responsibility for generating a periodic program newsletter, including interviewing, article writing, photos/graphics, and overall design and layout.
2. Compile information submitted by alumni, enter data into and manage a database of alumni.
3. Compile and summarize information about local public health resources and organizations.
4. Provide background research, web searches, and written summaries to support the development of global health courses and programs.

Experience:

Conducting Interviews; writing articles; layout/design; research; Microsoft Excel; Adobe InDesign; WordPress; and Google Docs.

Knowledge/Skills:

Graphic design and publication software tools; appropriate methods of quote editing and attribution; video editing; aptitude/willingness to learn new software as necessary.

Other:

Outstanding writing and interviewing skills; strong detail orientation and organization skills; strong interpersonal skills and professionalism; ability to work independently; interest in public health/global health.

Position Number: 901394

Position Title: AFC Posse Program Intern

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Dean of the College

Supervisor: Naomi Neff

Description: Primary Purpose

Assist with logistical tasks associated with the Middlebury Posse Program and support general office operations.

- Work with key departments on campus to manage logistics and ensure successful planning of Big Meetings, Posse gatherings, PossePlus Retreat, and Posse Graduation Celebration.
- Assist in the coordination of the PossePlus Retreat, including managing communications, registrations, and room assignments of 250+ participants.
- Create, update and maintain Posse materials (e.g. Middlebury mentor manual, list of scholars, email distribution lists, etc.)
- Photocopy, scan, and file as necessary.
- Assist as needed with other projects that emerge over the course of the year.
- Perform other duties as assigned by the Assistant, Office of Institutional Diversity, Equity, and Inclusion or the Posse Liaison.
- Attend all scheduled meetings and training sessions.

Experience:

Excellent interpersonal and communication skills; detail-oriented; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team.

Knowledge/Skills :

Basic computer skills, proficiency in MS Word, Excel, Outlook. Basic office skills – answering phones, photocopying and filing. Knowledge of Middlebury College resources helpful. Working Knowledge of

other computer programs including, but not limited to, 25Live, Drupal, InDesign, and Photoshop, is helpful.

Other:

The Posse Program Intern is a qualified Sophomore, Junior, or Senior Posse scholar who has demonstrated personal and academic growth over their time at Middlebury College.

Position Number: 901396

Position Title: CTLR Peer Tutor - Neuroscience

EDORDA: 314-3003-50200-10-000000-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzicka

Description: Responsibilities: Provide guided study and tutoring services to students in introductory Neuroscience courses.

Position Number: 901398

Position Title: SFS Bursar's Office Assistant

EDORDA: 311-2123-50200-10-000000-00000

Position Type: None

Department: Student Financial Services

Supervisor: Michele Almeida

Description: Responsibilities:

- Assists Bursar's Office staff with filing of various paperwork associated with student accounts, general organization of office files, including retention of records.
- Also assists with mailing of regular monthly bills to students who have outstanding balances, letters and emails to students, mailing of tax statements, mailing of refund checks and photocopying as needed.
- Prior office experience desired.
- Numbers oriented and attention to detail a must.
- Proficient in MS Office suite including Excel, Word and PowerPoint.
- Comfortable learning a complex database (Banner).

- Other projects as assigned by Bursar or Assistant Bursar.
- Confidentiality and integrity are critical and the most important required qualifications of this position.

Experience Desired: General office and computer experience preferred.

Knowledge Desired: Financial background desired

Position Number: 901397

Position Title: CHNS House Program Assistant

EDORDA: 311-2911-50200-10-000000-10019

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Responsibilities: PA (Program Assistant) assists the resident native-speaking lecturer in planning and running Chinese House activities. He/She also manages the house budget, enforces the Chinese House Language Pledge, organizes social and academic focused events, and makes sure that the Chinese House is a welcoming environment for all residents, students and the community.

Position Number: 901401

Position Title: FRAF Research Asst - DFasoli

EDORDA: #N/A

Position Type: #N/A

Department: Psychology

Supervisor: Allison DiBianca Fasoli

Description:

Position Number: 901399

Position Title: 51 Main Door Monitor

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Responsibilities:

Responsible for monitoring each person that is inside and outside of 51 Main .

Must know how many are guests are on premises at all times.

Must not allow intoxicated guests to enter 51 Main

Must not allow underaged drinking or intoxicated patrons to remain on premises

Id people at the door and only allow those that are 21 and over to wear wrist bands.

Must remain at the front door at all times

Washing tables and chairs, sweeping, mopping, trash, restrooms and putting furniture back at the end of shift

Experience Desired: DLC certified

PCI compliant

Knowledge Desired: Customer service skills

Other:

Must be 100% compliant with VT law at all times

Being able to quickly asses guests as they are entering the building (looking for signs of intoxication)

Being able to calmly and smoothly tell someone they are not permitted to enter/ or ask them to leave if necessary

Position Number: 901400

Position Title: 51 Main Floor Monitor

EDORDA: 311-2137-50200-10-510067-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Responsibilities:

Responsible for monitoring each person that is inside and outside of 51 Main .

Must know how many are guests are on premises at all times.

Must not allow intoxicated guests to enter 51 Main

Must not allow underaged drinking or intoxicated patrons to remain on premises

Assist Bartenders as needed: Cutting fruit, restocking ice, bar supplies and glassware

Cleaning diningroom and bar throughout the shift. ie: floors, spills, restrooms, collecting and washing glassware

Washing tables and chairs, sweeping, mopping, trash, restrooms and putting furniture back at the end of shift

Experience Desired: Must be DLC certified

Must be PCI compliant

Knowledge Desired:

General customer service skills are a huge asset.

Able to multitask and prioritize

Position Number: 901395

Position Title: NSF Research Asst - MNelson

EDORDA: 311-2118-50200-10-530118-00000

Position Type: None

Department: Sociology

Supervisor: Peggy Nelson

Description:

Position Number: 901402

Position Title: GEOL Research Asst - Amidon

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: Geology

Supervisor: Will Amidon

Description: Research assistance as needed.

Position Number: 901406

Position Title: CTRLR STEM Tutor Program Asst

EDORDA: 311-2911-50200-10-000000-11310

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Jeanne Albert

Description: Responsibilities:

Provide administrative support to the STEM Tutoring Program at the Center for Teaching, Learning, and Research.

Position Number: 901405

Position Title: FRAF Research Asst - Berazneva

EDORDA: 311-2110-50200-10-000000-10052

Position Type: None

Department: Economics

Supervisor: Julia Berazneva

Description: Research support for project "Does forest loss increase human disease? Evidence from the 21st century Nigeria."

Position Number: 901407

Position Title: STSS/BIOL Aquaria Assistant

EDORDA: 311-2115-50200-10-202153-11646

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Alexis Paquette

Description: Responsibilities:

- Helps to maintain the cephalopod laboratory in accordance with all rules and regulations set forth by Middlebury College Animal Facility
- Provides octopuses and fiddler crabs with appropriate environmental enrichment and ensures all octopuses and fiddler crabs have clean and well maintained habitats/tank sections
- Ensures sanitation of the cephalopod laboratory by sweeping, mopping, and wiping down various surfaces and tanks within the room
- Provides food for all octopuses and fiddler crabs on a daily basis

- Ensures that aquarium systems are functioning properly including but not limited to lights, pumps, filters, chiller, and protein skimmer
- Ensures that all required documentation is performed
- Helps to maintain aquarium water quality
- Communicates issues and concerns to student supervisor

Experience Desired:

- Previous class or other direct experience working with aquaria and marine invertebrates and in assessing animal health behavior.
- Must be able to work independently and exercise good judgement.
- Must work well with others.

Knowledge Desired:

Other: • Willingness to learn

Position Number: 901409

Position Title: PoP Research Assistant - Colander

EDORDA: 311-2911-50200-10-000000-11568

Position Type: None

Department:

Supervisor: David Colander

Description: Responsibilities:

Examining the use of Bloomberg terminals hosted in the Davis family library and developing tutorials for students going into Finance.

Experience Desired: The student must have worked in the Certified Analyst Program (CFA)

Knowledge Desired:

The prospective hire should be one with knowledge about Bloomberg as well as one with training in Accounting and Finance

Position Number: 901403

Position Title: FRAF Research Asst - Tiger

EDORDA: 311-2601-50200-10-202033-11633

Position Type: None

Department: Sociology

Supervisor: Rebecca Tiger

Description:

Position Number: 901408

Position Title: Oratory Head Coach

EDORDA: 311-2911-50200-10-000000-11378

Position Type: None

Department: Creativity & Innovation

Supervisor: Ben Powers

Description: In addition to the responsibilities below, Head Coaches are responsible for performing the duties described in the Head Coach Guide to Greatness. ● Provide coaching in public speaking to peers. Clients may also include faculty and staff, and community members. ● Working closely with the Oratory Now Associate Director and Coaching Coordinator(s), plan and deliver workshops to support faculty and students with speaking assignments: ○ Communicate promptly by email ○ Be on time and prepared for meetings and sessions ○ Keep Google Docs, spreadsheets and calendar up to date ● Assist with delivering Coach Training for peer coaches to (re)certify each semester. Oratory Coaches typically work 4-6 hrs/ week, occasionally up to the 20 hr/week maximum. Additional assignments may include: ● Production of public speaking events, such as the Spencer Prize, Parker Merrill, and NER Out Loud. ● Instruction of the OratoryX PE class ● Remote Oratory Coaching via Zoom and Video Annotation. ● Recruitment and training of new Oratory Coaches. Experience Desired: ● Outstanding communication and organization skills, self-motivation, and ability to prioritize. ● Demonstrated professional experience with teaching, mentoring, and/or coaching preferred. ● Significant skill and experience with public speaking (competitions, debates etc) preferred but not required. ● Multilingual candidates preferred. Preferred Interests / Skills: ● Event management/production ● Storytelling ● Community building ● Persuasive communication, debate ● Writing, rhetoric

● Theatre, music ● Curriculum development, training ● Somatic communication, “body as instrument” ● Graphic design, visual rhetoric, poster design, website development, marketing strategy, social media ● Pitching, sales/marketing, cold calling ● Photography, videography ● Data management ● Fundraising, advocacy ● Volunteering

Position Number: 901404

Position Title: FRAF Research Asst - Davis

EDORDA: 311-2115-50200-10-202153-11646

Position Type: None

Department: Economics

Supervisor: Leila Davis

Description:

Position Number: 901410

Position Title: PoP Teaching Assistant Van Gansbeke

EDORDA: 311-2911-50200-10-000000-11286

Position Type: None

Department: Economics

Supervisor: Fran Van Gansbeke

Description:

Position Number: 901411

Position Title: FRAF Research Asst - Han

EDORDA: 311-2911-50200-10-000000-11531

Position Type: None

Department: Sociology

Supervisor: Chung-suk Han

Description:

Position Number: 901412

Position Title: FRAF Research Asst - Mirling

EDORDA: 311-2911-50200-10-000000-12903

Position Type: None

Department: Studio Art

Supervisor: Sanford Mirling

Description:

Position Number: 901413

Position Title: DANC FRAF Research Asst

EDORDA: #N/A

Position Type: #N/A

Department: Dance

Supervisor: Scotty Hardwig

Description:

Position Number: 901414

Position Title: 51 Main Line Cook

EDORDA: #N/A

Position Type: #N/A

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Responsibilities:

Prepping food items and/or cooking during service for Fiasco Food & Drink at 51 main. This person will be following a detailed prep list and be under the supervision of the student Lead Cook

Experience Desired: Previous kitchen work helpful, but not required.

Position Number: 901415

Position Title: 51 Main Lead Cook

EDORDA: 313-2003-50200-10-102022-00000

Position Type: None

Department: Retail Food Operations

Supervisor: Karen LaFlamme

Description: Responsibilities:

This person will be running both prep and service for Fiasco Food & Drink at 51 main. Responsibilities will include managing line cooks, upholding serve safe regulations and expediting dinner service.

Experience Desired: requires culinary experience

Knowledge Desired: serve safe certificate, managerial experience

Position Number: 901416

Position Title: SoE Videographer

EDORDA: 311-2911-50200-10-000000-11123

Position Type: None

Department: Environmental Studies

Supervisor: Stephen Trombulak

Description: Responsibilities:

Conduct video interviews with School of the Environment alumni for use in a marketing campaign.

Experience Desired: Needs to be an MSoE alumnus who has completed the Environmental Video course

Position Number: 901157

Position Title: FRAF Research Asst - Dean

EDORDA: 311-6002-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Adam Dean

Description:

Position Number: 901417

Position Title: Scott Center Communications Coordinator

EDORDA: 311-2911-50200-10-000000-11410

Position Type: None

Department: Chaplain's Office

Supervisor: Ellen McKay

Description: Duties

Promote Scott Center programs, events, and activities

Produce monthly Scott Center newsletter using MailChimp

Work with Scott Center Program Coordinator and Dean of Religious Life to create and send materials to students, faculty, and staff via social media postings, email, posters, etc.

Attend occasional events to take photos for newsletter, postings, etc.

Attend monthly Religious Life Council meeting with leaders of student religious organizations (Tuesdays, 12:30-1:30 pm)

Staff the reception desk at the Scott Center for a minimum of two hours each week.

Experience required

Excellent writing skills

Good graphic design skills and familiarity with graphic design programs

Interest in spiritual life

Position Number: 901418

Position Title: FRAF Research Asst - Dash

EDORDA: 311-2911-50200-10-000000-12030

Position Type: None

Department: Psychology

Supervisor: Michael Dash

Description:

Position Number: 901419

Position Title: FRAF Research Asst - Hardwig

EDORDA: 311-2911-50200-10-000000-11432

Position Type: None

Department: Dance

Supervisor: Scotty Hardwig

Description: Teaching Assistant support for Danc 0160: Introduction to Dance

Position Number: 901420

Position Title: FRAF Research Asst - Anderson

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Molly Anderson

Description: We are seeking a student for the Food Studies Program who can develop regular (monthly or bi-monthly) Food Studies newsletters, help with literature reviews, and help with duties that Department Coordinators usually perform related to tracking Food Studies Minors. Some knowledge of food issues is highly desirable (e.g., having taken a Food Studies course at Middlebury or elsewhere). The student must have excellent writing skills and graphic skills sufficient to create a newsletter in Canva or Adobe. Schedule is flexible but averages 4 hours/week.

Position Number: 901421

Position Title: Golf Course Renovation Researcher

EDORDA: 311-2911-50200-10-000000-11467

Position Type: None

Department: Environmental Studies

Supervisor: Marc Lapin

Description: Responsibilities:

Field data collection consisting of measuring diameters of trees and identifying species; research to determine the best biomass models for each species; development of Excel spreadsheet for data entry and programming with the decided-upon biomass models; writing summary report to submit to Lands Advisory Group.

Experience:

Candidate will need to know some specialized botanical skills and how to work with advanced Excel functions.

Position Number: 901422

Position Title: FRAF Research Asst - Poppe

EDORDA: 311-2902-50200-10-300775-11916

Position Type: None

Department: Spanish and Portuguese

Supervisor: Nicolas Poppe

Description:

Position Number: 901423

Position Title: DLA Research Asst - Wallace

EDORDA: 311-2132-50200-10-630045-11283

Position Type: None

Department: Library

Supervisor: Patrick Wallace

Description: Responsibilities:

1. Works collaboratively with special collections and digital archives staff to expand and promote our digital collections, particularly sound recordings, visual materials, and web/digital content, to students, faculty, and the broader community.

2. With guidance from Special Collections staff, participate in technical aspects of Special Collections including, but not limited to:

-Supporting the development of digital collections and exhibitions;

-Interpreting and documenting digital images, video, and audio;

-Discovering and harvesting web/social media content of interest to the archives;

-Scanning archival materials; and,

-Working with a variety of software tools to manage digital artifacts.

3. Develop new and innovative approaches for effective outreach, including, but not limited to social networking, exhibitions, and events.

Experience Desired:

1. An interest in digital archives and information technology generally (obsolete and cutting edge) strongly preferred.

2. Basic familiarity with any of the following is helpful but not required:

-Excel or other spreadsheet applications;

-Multimedia or web creation tools;

-Any type of coding, scripting, or programming.

Knowledge Desired:

A keen interest in history, art, literature, media culture, and textual analysis; an interest in museums, libraries, and archives. An inquisitiveness for cultural history and artifacts in many forms, past and present. Excellent oral and written communication skills. Demonstrated ability to work independently and to contribute to a collaborative environment.

Position Number: 901424

Position Title: PHIL Research Asst - Grasswick

EDORDA: #N/A

Position Type: #N/A

Department: Philosophy

Supervisor: Heidi Grasswick

Description: Responsibilities:

Online research, creation of abstracts and annotated bibliographies and literature reviews related to a textbook project on feminist philosophy.

Position Number: 901425

Position Title: 51 Main Performer

EDORDA: 311-2902-50200-10-212203-11216

Position Type: None

Department: Retail Food Operations

Supervisor: Karen Laflamme

Description: Responsibilities:

Bring all props, supplies and items that you will need to perform table side for 51 Main guests and their families.

Experience Desired:

Must have two years performance experience.

Completed an apprenticeship within this field of study.

Ability to relate to and teach to all age groups.

Knowledge Desired:

Great customer service skills

Ability to prioritize which groups to target

Position Number: 901426

Position Title: STRT Research Asst - Ayoub

EDORDA: 314-2001-50200-10-213103-00000

Position Type: None

Department: Arabic

Supervisor: Dima Ayoub

Description: The research assistant will be in charge of using a shiny app to transform a paratext dataset into a table where users can query an author, title, or keyword and the app will return a list of all corresponding information related to the query that exists in the dataset. I will teach research assistant how to update the database and deploy the Shiny app onto a website. Additionally, the research assistant will be in charge of analyzing the dataset for trends and creating any graphs or maps that show those trends. Other tasks include, but are not limited to, adding content to the website that explains purpose and project and using design principles to increase experience and traffic on website. The research assistant must have completed at least two years of Arabic study (ARBC 202 or higher).

The digital project “Paratext and Power in Arabic Literary Translation” is still in progress. This project’s goal is to compile a comprehensive database of every translation of an Arabic fiction novel into English, French, Spanish, German and Portuguese from WWII to the present. Thus far, we’ve compiled over 800 Arabic into English translations using databases like WorldCat, ArabLit.org, and publisher websites. We’ve acquired each of these books and PDF scanned all the “paratexts” within these translations, i.e. anything that isn’t the text of the translation including introductions, glossaries, footnotes, prefaces, forewords, dedications, and front and back covers. We’ve OCR scanned each PDF using ABBYY software (which can read Arabic text) so that each PDF paratext scan is searchable, which allows us to search for certain glossary terms and thematic content. We then enter information about each text and its paratext into a Google Sheets chart, including book title, author, translator, publisher, author and translator gender/nationality, a list of paratexts, and a list of glossary terms. As new titles are constantly being translated and published, this project is always growing. Alongside the growing charts of raw data, we additionally keep “standardized” copies of the chart to aid quantitative analysis in the form of .tsv files that can be read by OpenRefine to make the data less unruly. In the standardized version of the chart, all glossary terms have the same spelling so we can quantify the frequency of each term across all translations, and we also make sure that each paratext is indicated in the same way so we can quantify the frequency of each paratext type (for example, each introduction becomes “intro”). From the standardized version of the chart, we were able to sort all glossary terms by frequency and content (food/clothing/religious/etc.) to see which terms are most used by translators and publishers as words a western readership is unfamiliar with. Last spring and through the summer, we’ve also created growing companion charts and collections of PDFs of French, Spanish, and German translations of Arabic novels. This summer, we are working on expanding the charts, thematically tagging the content within each paratext beyond glossaries, and expanding our analysis of the existing data.

Experience Desired:

Ability to find articles and books in the library and work with the specialized librarian.

Knowledge Desired: Ability to read Arabic.

Position Number: 901427

Position Title: ThinkingBuddies Media Assistant

EDORDA: 311-2133-50200-10-510024-11413

Position Type: None

Department: President's Office

Supervisor: Michael Dola

Description: Responsibilities:

The ThinkingBuddies Media Assistants will construct two videos: one shorter which will be meant to be our viral, go-link video, and another longer video which will be more of a detailed explanation of what ThinkingBuddies is. This will be done through attending ThinkingBuddies events and shooting there, and through independent film editing.

All major decisions will be a collaborative effort between the ThinkingBuddies Media Assistants and their supervisor. However, supervisor will look to Media Assistant's judgment for the technical and aesthetic aspects of the promotional materials.

There will be two ThinkingBuddies Media Assistants. Each student will work 15 hours to create the following promotional materials for ThinkingBuddies:

1. Posters
2. Videos

Experience Desired:

Extensive experience not only with filming but with film editing. Experience using professional filming equipment for shoots (large camera and separate mic). Experience making posters.

Knowledge Desired:

Film majors

Other:

This position is part of a project that was approved by the Fund for Innovation, called ThinkingBuddies.

Position Number: 901428

Position Title: NIH Research Asst - Durst

EDORDA: 311-2911-50200-10-000000-11270

Position Type: None

Department: Physics

Supervisor: Michael Durst

Description: Essential Functions:

This is an undergraduate research position for running the two-photon microscope in the biomedical optics lab.

General Responsibilities:

The student will image samples that are both provided by other faculty as well as prepared by the student. Maintenance of the microscope, including LabVIEW code, is also expected.

Knowledge, Skills and Abilities:

The student is expected to understand the physics of imaging as well as basic laboratory safety procedures.

Experience: The student MUST have worked previously for Prof. Durst.

Other:

This position is a research assistant position designed for students who have worked in Prof. Durst's lab before but do not wish to get academic credit for their work.

Position Number: 901429

Position Title: FRAF Research Asst - Goodsell

EDORDA: 311-2505-50200-10-207023-11532

Position Type: None

Department: Physics

Supervisor: Anne Goodsell

Description:

Position Number: 901431

Position Title: Curriculum Development Asst

EDORDA: 311-2504-50200-10-212543-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Shawna Shapiro

Description: Curriculum developer for the Nepali Heritage Program in Burlington, which contributed to some community engagement opportunities for students in my First-Year Seminar last Fall. Main project was to create an inventory of Nepali language materials that had been shared from other heritage programs. The materials were all in Nepali, and the student created a spreadsheet describing each item, so that teachers in the program know how they might use it in their classes.

Position Number: 901430

Position Title: CCI Intern

EDORDA: 311-2111-50200-10-630042-11186

Position Type: None

Department: Center for Careers and Internships

Supervisor: Ursula Olender

Description: Essential Functions:

The CCI Intern will support the development, planning, publicity, and implementation of programs and resources for Middlebury students. This position is a great opportunity for students who are considering work in the finance, consulting, or human resources fields and will expose the intern to a variety of relevant careers, employers, and opportunities.

General Responsibilities:

- Assist in the planning, preparation, and execution of programming for students pursuing internships and careers in business, finance, and consulting fields
- Recruit alumni to participate in the Middlebury Professional Networks through email and phone.
- Recruit alumni to facilitate and participate in programs including: Midd Mentoring, Hot Topics, Professional Development Series, UpNext, Professional in Residence, and Training Boot Camps.
- Reach out to alumni, students, and faculty who work, intern, or do research relevant to finance, consulting and business fields to conduct interviews and write up bios for CCI materials
- Represent CCI at employer events on campus – manage setup, sign-in, etc. and occasionally facilitate introductions of speakers or guests

- Assist Employer Relations team with special projects

Knowledge, Skills and Abilities:

- Extremely well organized and detail oriented, with excellent follow-through ability
- Demonstrated leadership and interpersonal skills
- Comfort interacting with and reaching out to staff, faculty, alumni, employers and student groups and willingness to speak in front of groups as necessary
- Excellent written and oral communications skills
- Experience taking initiative on new projects
- Able to work 2-3 hours per week in the CCI possibly including coverage for evening events, tabling, etc.
- Polished, professional presence at CCI and campus events

Experience:

Previous internship experience in a finance, consulting, or business setting is required.

Position Number: 901433

Position Title: E7FSCH Research Asst - Choi

EDORDA: 311-2911-50200-10-000000-11528

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description: Essential Functions: Research Assistant working in the Choi lab 4 hours per week.

General Responsibilities: Perform all aspects of research in the chemistry lab.

Knowledge, Skills and Abilities: Must have taken chemistry courses as required.

Experience: Experience working in a chemistry lab.

Position Number: 901434

Position Title: FRAF Research Asst - Gumuscu

EDORDA: 311-2911-50200-10-000000-11475

Position Type: None

Department: Political Science

Supervisor: Sebnem Gumuscu

Description: Research support

Position Number: 901435

Position Title: FRAF Research Asst - Ortegren

EDORDA: 311-2505-50200-10-211273-00000

Position Type: None

Department: Religion

Supervisor: Jennifer Ortegren

Description: Research support

Position Number: 901436

Position Title: Butch's Team Student Intern

EDORDA: 311-2902-50200-10-110025-11123

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: The Center for Community Engagement seeks 1-2 student interns to help long-time College friend, Butch Varno. Butch is an elderly community member with cerebral palsy who lives locally.

Middlebury College has celebrated over 50 years of students (individuals along with the football and basketball teams, particularly) enjoying a special relationship with Butch. To learn more about the tradition of "Picking Up Butch," please follow this link:

<http://www.middlebury.edu/studentlife/communityengagement/organizations>

Responsibilities:

- Work closely with the Director of the Center for Community Engagement and the Athletics CCE Liaison to plan and coordinate student volunteers and weekly programming. This might include recruiting student volunteers to help augment Butch's physical therapy on a weekly basis, and/or be a friendly visitor, socializing with Butch, taking him for walks outside in good weather, etc. Support volunteers to troubleshoot challenges, employing creative problem-solving and giving constructive feedback as needed.
- As a representative of the Middlebury College CCE, communicate promptly and professionally with Butch and with area partners and care providers in-person, by email, and on the phone.

- In collaboration with CCE and area partner staff, co-develop training for new volunteers in keeping with best practices around disability justice. Document practices to maintain thorough records.
- Through a regularly scheduled one-on-one meeting, communicate with CCE staff to share updates and plan for collaborations with other departments on- and off-campus, among others, Public Safety and MiddRides, the Football and Men's Basketball teams, and the Counseling Service of Addison County.
- Assist with scheduling, planning, and implementing training for future Butch's Team student intern.
- This office position is 2-4 hours/week during Fall, Winter, and Spring semesters.

Knowledge, Skills and Abilities:

- Previous experience working with adults with disabilities strongly recommended.
- Familiarity with campus student organizations, preferred.

Experience:

- Strong values on building relationships, partnerships, and collaborations
- Detail-oriented and able to be persistent in working to arrange logistical matters
- Excellent organizational and interpersonal skills
- Strong commitment to the Center for Community Engagement mission
- Attentiveness to and understanding of student volunteer support needs
- Able to maintain calm under pressure and reach out proactively as challenges arise
- Able to manage and prioritize multiple tasks
- Strong computer skills, including Word, Excel, and Google Sheets

Position Number: 901437

Position Title: STRT Research Asst - Dean

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Adam Dean

Description:

Position Number: 901438

Position Title: Office of Sustainability Integration Social Media Intern

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

The Social Media Intern will take the lead on office social media and will have the opportunity to design and carry out their own social media campaign.

The first task of the interns who are hired to work in the Spring will be to develop a standard method and protocol for defining and measuring intended impact and outcomes of internship projects. This methodology will be used by each internship project and modified to fit the specifics of the projects. The purpose of the assessment component is to help each project clarify what change it is intended to make and to build in ongoing measurement and data collection to help assess the extent to which the outcomes and impacts of the project have been achieved and to provide a basis for learning how to improve on future efforts.

General Responsibilities:

- * Post to Facebook with relevant articles, resources, etc.

- * Work with OSI and FECH design a social media campaign and carry it out over the course of the semester. Develop a way to assess the campaign's success. Campaign could focus on areas such as:

Proper recycling and composting habits on campus, minimizing waste

Transportation on and around and to/from campus

Energy conservation or water use in the dorms

- * Post regular blog post-style articles to the OSI website based on events on campus, relevant topics, etc.

- * Social Media Intern will work 1-3 hours each week in the Office of Sustainability Integration in the Franklin Environmental Center at Hillcrest, with some work completed outside of the office

Knowledge, Skills and Abilities:

- *Creativity

Experience:

- *Experience with social media

- *Knowledge of current sustainability issues

Position Number: 901439

Position Title: Office of Sustainability Integration Outreach Intern

EDORDA: 311-6108-50200-10-610625-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

Outreach Interns will work as a team to develop and carry out outreach campaigns to educate students about sustainability issues on campus.

The first task of the interns who are hired to work in the Spring will be to develop a standard method and protocol for defining and measuring intended impact and outcomes of internship projects. This methodology will be used by each internship project and modified to fit the specifics of the projects. The purpose of the assessment component is to help each project clarify what change it is intended to make and to build in ongoing measurement and data collection to help assess the extent to which the outcomes and impacts of the project have been achieved and to provide a basis for learning how to improve on future efforts.

General Responsibilities:

- * Develop topics and methods for teaching/engaging students in sustainable living.
- * Create an outreach strategy and a program of events in the dorms with first year students
- * Work with student Res Life staff to teach first year students about how to live sustainably in the dorms over the summer via online communication and during the fall semester face to face.
- * Introduce first year students to sustainability at Middlebury

Knowledge, Skills and Abilities:

*Creativity

*Teamwork

Experience:

*Working with a group

*Basic knowledge of current sustainability issues

Position Number: 901440

Position Title: Ice Show Videographer

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Corinna Noelke

Description: Essential Functions:

Student will on Winter Carnival weekend:

- get appropriate video equipment from Davis Library
- come early to each Ice Show to set up
- tape both Ice Shows
- show the 'tape' after the Sunday Ice Show to the skaters and their immediate families at the cast party
- prepare the 'tape' so that each number can be viewed individually and post them on a password protected website (including choosing the better version of each number from both shows)
- send the information to the Ice Show managers for distribution to the skaters and their immediate families
- Website should be ready by end of February

General Responsibilities:

Get the video equipment, video the two Ice Shows at Winter Carnival and create a website with the videos.

Knowledge, Skills and Abilities:

Knowledge of:

- required equipment
- advanced level of video production to ensure quality is high enough for students to use for auditions
- website posting/password protection

Experience: Experience in video-recording fast moving sports events

Position Number: 901441

Position Title: Spoken Latin Tutor

EDORDA: 311-2112-50200-10-630073-11586

Position Type: None

Department: Classics

Supervisor: Jane Chaplin

Description: Essential Functions: Will give instruction on spoken Latin to introductory Latin classes.

General Responsibilities: About two hours of work per week between preparation and in-class time.

Knowledge, Skills and Abilities: Extensive knowledge of Latin.

Experience: Experience speaking Latin

Position Number: 901442

Position Title: Editing & Research Asst

EDORDA: 311-2004-50200-10-000000-13399

Position Type: None

Department: Classics

Supervisor: Marc Witkin

Description: Essential Functions: Will assist with preparing bibliography for publication.

General Responsibilities: Editing and researching.

Knowledge, Skills and Abilities:

Must be adept at Microsoft Word. General knowledge of Classics subjects, Greek, and Latin.

Experience: Upper level language courses.

Position Number: 901443

Position Title: Women's LAX Clock Op/Filmer

EDORDA: #N/A

Position Type: #N/A

Department: Athletics

Supervisor: Kate Livesay

Description: Assist with Lacrosse games. May include clock operator and/or videographer. Position requires a higher level of responsibility and either previous training or extensive on-the-job training.

Position Number:

Position Title: ENVS Lands Assistant

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901432

Position Title: Environmental Lands Assistant

EDORDA: 311-2902-50200-10-300775-11476

Position Type: None

Department: Environmental Affairs

Supervisor: Marc Lapin

Description: Responsibilities:

Assisting with work on stewardship and management of lands. Tasks include on-the-ground management and monitoring; writing and revising management plans; design and publicity related to lands projects.

Knowledge, Skills and Abilities:

Students need to have studied GIS (GG120 at a minimum); need to have landscape interpretation expertise that can be gained from various Biology, Environmental Studies, and/or Geography courses; need to have knowledge of Excel; need to have ability to read maps and utilize GPS receivers; need to have taken research methods courses or done individual projects in a natural or social science course to design systematic monitoring protocols.

Position Number: 901444

Position Title: DLA Research Asst - Owens

EDORDA: 311-2902-50200-10-301061-11230

Position Type: None

Department: Sociology

Supervisor: Linus Owens

Description: Responsibilities:

The Digital Liberal Arts (DLA) Research Assistant provides content and digital tool research support to a DLA Faculty Fellow over the course of 1 semester. The DLA RA will be paired with Linus Owens for his fellowship project. The RA is tasked with developing content for the “Nevertheless, She Persisted” project.

In addition to supporting and contributing to the DLA Faculty Fellow’s specific research agenda, the student research assistant will help the Fellow assess digital methods and learn new digital technologies as needed to ensure the project’s success. The student RA will also take part in the venturesome research culture fostered by DLA in conjunction with the Digital Media Tutors program and CTRLR, by attending digital research and teaching gatherings, sharing expertise, and encouraging fruitful collaboration among students, faculty and staff.

Position Number: 901445

Position Title: C3 Research Assistant - DRNavas

EDORDA: 311-2902-50200-10-110025-11310

Position Type: None

Department: Philosophy

Supervisor: Daniel Rodriguez-Navas

Description: Essential Functions: Assist in the preparation of articles and conference presentations.

General Responsibilities: Surveying secondary literature, compilation of research dossiers, proof-reading.

Knowledge, Skills and Abilities: Fluent in French. Some background in philosophy.

Experience: Demonstrated knowledge of writing and philosophy.

Position Number: 901447

Position Title: STRT Research Asst - Berazneva

EDORDA: 311-2123-50200-10-213473-11323

Position Type: None

Department: Economics

Supervisor: Julia Berazneva

Description: Essential Functions:

Assists with academic research and performs assigned research tasks without constant supervision - data download, preliminary data analysis, merging of data sets, literature review, etc.

General Responsibilities:

Must be able to organize work, collect and analyze data, gather literature and prepare annotated bibliography, make calculations, prepare reports, keep records, and make independent decisions. Ability to complete assigned special projects with minimal supervision, after regular meetings with to discuss research assignments.

Knowledge, Skills and Abilities:

Programming knowledge - Stata, ArcGIS, and preferably R; strong analytical and communication skills

Experience:

Applied microeconomic courses (ECON 211 Statistics and ECON 212 Regression), ECON 211 environmental economics, previous research experience

Position Number: 901448

Position Title: CHNS Research Asst - Chen

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Chinese

Supervisor: Nicole Patterson

Description: Working on the faculty-directed research project. Responsibilities including preparing and arranging research materials, indexing, and conducting and transcribing interviews.

Position Number: 901446

Position Title: Astronomy Image Specialist

EDORDA: 311-2116-50200-10-510070-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

The successful applicants will manage and oversee acquisition, evaluation, reduction, analysis, and processing of astronomical imagery obtained with the 24" telescope at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include exercising proficiency with telescopes, instruments, and software packages and using these skills and techniques in conjunction with a mastery of astronomical principles of the night sky and celestial targets to create images and videos for outreach programs. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular, often at night, and will require motivated, independent work.

Applicants must have advanced proficiency with the principles and practices of telescopes and instruments, mastery of appropriate professional industry-standard software packages and algorithms, and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for attention to detail, data quality control, and safe and responsible operation of complex precision equipment. Applicants should enjoy observing with telescopes, acquiring data, and creating compelling images and videos for outreach programs to share their knowledge about and enthusiasm for astronomy with others.

Position Number: 901449

Position Title: NSF Research Asst - Howarth

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Geography

Supervisor: Jeff Howarth

Description: Essential Functions:

Assist data collection, management, and analysis. Conduct literature reviews. Create original graphics, figures, and maps. Contribute to design and content of project website.

General Responsibilities:

Work independently and collaboratively, score spatial ability tests, collate activity data from Canvas and Panopto, attend regular meetings with supervisor and other research assistants to discuss results and plan analyses, contribute content for presentations, including web site.

Knowledge, Skills and Abilities:

GIS skills required. Graphic design skills with Adobe Creative Suite preferred.

Experience:

Familiarity with problem-based and computer-based instructional design through completion of Geography 120 required. Experience with cartography and graphic design preferred.

Position Number: 901450

Position Title: Astronomy Outreach Specialist

EDORDA: 311-2109-50200-10-000000-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

The successful applicants will help coordinate and supervise outreach events at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include exercising proficiency with telescopes and instruments used for these events, mentoring and training students in telescope and instrument use, sharing astronomical information with both students and event attendees, and overseeing event activities including equipment startup and shutdown and event setup and cleanup. Events and hours for this position will be irregular, often at night, and will require some motivated, independent work. Opportunities may exist for helping coordinate and supervise outreach events elsewhere on campus or in the community.

Applicants must have advanced proficiency with the principles and practices of telescopes and instruments, intimate familiarity with the night sky, and leadership and teamwork qualities. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for having broad perspectives on event planning and execution, the ability to fluidly modify plans based on changes in circumstances, the ability to work within and help coordinate a team environment, and be able to exercise judgment, responsibility, and leadership related to both equipment and other students. Applicants should enjoy sharing knowledge about and enthusiasm for astronomy with both students and event attendees during outreach events.

Position Number: 901451

Position Title: HARC Video Editor

EDORDA: 311-2135-50200-10-000000-12479

Position Type: None

Department: History of Art & Architecture

Supervisor: Michaela Davico

Description: Work with HARC Coordinator and faculty to produce edited master archive video for HARC presentations and HARC faculty Museum exhibits. Continue digitizing previously archived materials. Produce and edit video projects as needed. Assist in training less experienced videographers. Manage HARC's digital video archives, including uploading, cataloguing, archiving materials. Provide video content upon request to a variety of users in multiple formats, ie DVD, web posting, online file sharing, etc.

Qualifications^[1]_[SEP]:

Must be able to operate HD video equipment. Must be proficient with digital video formats and workflow, including Final Cut Pro X. Knowledge of Adobe Premier or Avid preferred. Previous experience with HD videography and editing required. Experience in videography of dance or sports preferred. Evening and weekend availability required. Must be able to meet project goals and timelines independently.

Hours^[1]_[SEP]:

4 hours per week, or as needed.

Position Number: 901452

Position Title: PSYC 0302 Teaching Assistant

EDORDA: 311-2135-50200-10-000000-12479

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Responsibilities:

The teaching assistant position for PSYC 0302 requires prior knowledge of learning and memory principles as well as techniques in animal behavior and conditioning. These skills include animal handling, injection techniques, as well as behavior testing and experimental design. Average time per week is 5-8 hours but may vary depending on due dates for course work.

Experience:

Candidates must have successfully completed PSYC 0302.

Knowledge/Skills:

Individuals must be reliable and responsible, and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Position Number: 901453

Position Title: PSYC 0303 Teaching Assistant

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Psychology

Supervisor: Diane Burnham

Description: Essential Functions:

The teaching assistant position for PSYC 303 requires prior knowledge of basic mechanisms underlying sensory perception and neuronal signaling.

General Responsibilities:

Required responsibilities include laboratory setup, leadership of weekly study sessions to review course content with students, and occasional grading. Average time per week is 4-6 hours but may vary depending on due dates for course work.

Knowledge, Skills and Abilities:

Individuals must be reliable and responsible, and must be willing to work with students as a mentor. Ability to explain course materials is necessary.

Experience:

Candidates must have successfully completed PSYC 0303.

Position Number: 901454

Position Title: Admissions Social Media Intern

EDORDA: 311-2901-50200-10-210383-10756

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Essential Functions:

The Admissions office seeks a dynamic, creative, flexible Admission Intern with a focus on Communications and Social Media. The intern will help develop a consistent online voice for the Admissions office as well as a relevant and engaging online presence. In addition, the intern will perform the duties of an Admissions Student Assistant.

General Responsibilities:

- Work with the communications team within the Admissions office to strategize, coordinate, and execute communications.
- Must handle confidential materials with discretion.
- Produce digital content (photos, video, text) that enhances affinity for and knowledge of Middlebury, shares community success, and highlights the student experience
- Answer phone calls, emails, and welcome visitors to Middlebury College.
- Share opening and closing responsibilities along with assisting with visitor registration and check-in.
- Attend campus and community events to highlight in digital content.
- Compile, process, and evaluate analytics from Admissions' social media.
- Give tours at the last minute if the office is low on tour guides.
- Perform general office tasks such as photocopying, filing, sorting mail, on-campus errands and organizing office resources.
- Assist with additional duties as they arise.

Knowledge, Skills, Abilities, and Experience:

- Work experience with social media platforms. Specifically, Facebook, Twitter, and Snapchat.
- Experience working in a professional environment.
- Excellent written and verbal communication skills.
- Experience in photography, photo-editing, and basic graphic design is a plus.

Position Number: 901455

Position Title: Food Commons Research Assistant

EDORDA: 311-2910-50200-10-530192-11244

Position Type: None

Department: Biology

Supervisor: Molly Anderson

Description: The Food Commons Research Assistant will work with representatives from several community organizations to create a new multi-use facility, situated in the former Greg's Market, to serve Addison County's food producers, citizens, and Middlebury College. We envision space for food retail, a community kitchen, food storage, new food businesses, and services provided to entrepreneurs in food-related start-ups or small-to-medium sized businesses. Addison County, despite having higher agricultural sales than any other county in Vermont, has no such facility at present. Yet food hubs and incubators in other counties (e.g., The Intervale, Mad River Food Hub, The Vermont Food Venture Center) have been successful in creating jobs, new businesses, and increased food tourism. The Research Assistant will work closely with community members to get this facility underway in Middlebury, building on previous work by creating an Advisory Board (on which Dr. Anderson will serve), developing a business plan, and exploring options for financing. The Research Assistant will help to create projects that students in Exploring Food Systems, Dr. Anderson's summer class held in conjunction with FoodWorks internships, will conduct. Their work will further the aims of identifying and putting in place critical components of success for the Addison County Food Commons. This position requires knowledge of previous work done on this project, excellent written and oral communication skills, analytical and business skills, ability to work independently and also with a team, and ability to assist other students in research projects.

Position Number: 901456

Position Title: PSCI Research Asst - Bleich

EDORDA: 311-2902-50200-10-110025-11243

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description: Essential Functions:

Assist in research on European Court of Human Rights Article 10 cases.

General Responsibilities:

Assist in research on European Court of Human Rights Article 10 cases.

Knowledge, Skills and Abilities: Reading. Writing.

Position Number: 901457

Position Title: STRT Research Asst - EHVaughn

EDORDA: 311-2103-50200-10-530200-11514

Position Type: None

Department: Economics

Supervisor: Emiliano Huet-Vaughn

Description: Essential Functions:

Literature analysis for an article on real effort labor tasks by myself and Professor Carpenter.

General Responsibilities:

Find articles, read them, synthesize,

Knowledge, Skills and Abilities:

Good comprehension skills, good writing skills, and understanding of laboratory economics.

Experience:

Taken experimental or game theory class.

Other: High performance in micro based economics classes.

Position Number: 901458

Position Title: DLA Research Asst - Abe

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Japanese School

Supervisor: Sayaka Abe

Description: Connecting Language and Cultural Content

Position Number: 901459

Position Title: Library Stacks Assistant

EDORDA: 311-6002-50200-10-000000-00000

Position Type: None

Department: Library

Supervisor: Todd Sturtevant

Description: Specific Responsibilities:

- Help maintain library stacks, primarily through the re-shelving of library materials
- Be knowledgeable of library building and functions
- Foster team work and a friendly approachable atmosphere and environment
- Demonstrate a willingness to learn and complete tasks with time constraints
- Become familiar with and utilize the Library of Congress call number system
- Assume responsibility for adhering to schedules and working guidelines. Agree to work a minimum of three 2-hour shifts per semester AND during exam period.
- Exhibit willingness to accept direction from supervisors

Qualifications:

- Professional and upbeat manner
- Solid communication skills
- Flexible
- Confident

Position Number: 901460

Position Title: Scott Center Photographer

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department: Chaplain's Office

Supervisor: Ellen McKay

Description: Essential Functions:

We seek an On-Call Photography Intern to attend and photograph events, and to transfer, organize, and maintain digital media data. The Photography Intern would work on an on-call basis, ranging from 0-3 hours per week based on events and the office's needs. Events that will be photographed occur on a flexible basis, and the ideal candidate will be able to remain responsive to office needs as they arise.

General Responsibilities:

With the Scott Center Program Coordinator, create a weekly schedule of events and documentation goals for each event; attend events and shoot photos

Process, cull, and select images and store files as appropriate

Represent and serve as an ambassador for the Scott Center at events

Help prepare media files for publications, bulletin boards, posters, articles, etc.

Work with Scott Center Communications Coordinator to identify images for newsletter, Facebook page, etc.

Knowledge, Skills and Abilities:

Strong background with photography composition, digital design, and media processing/editing

Previous experience with and interest in spirituality and religion preferred

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks;

Self-motivation and the ability to work independently and proactively on projects

Candidate will be able to provide her/his own camera equipment

Reliability and a strong commitment to Scott Center mission

Other:

This position is 0-3 hours per week (mostly outside of the Scott Center office) and the ideal candidate must be flexible and highly responsive to new requests for photographing events. Ideally, the candidate will be available to start Fall semester 2017 and continue through Spring 2018, but we may be able to accommodate candidates with other scheduling availabilities.

Position Number: 901461

Position Title: CCE Privilege & Poverty Intern

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: Essential Functions:

The Privilege & Poverty (P&P) Interns are responsible for supporting the Privilege & Poverty Academic Cluster in a variety of ways. In collaboration with the AmeriCorps VISTA member, interns plan and hold monthly luncheon discussions for the Privilege & Poverty Academic Cluster. Additionally, interns support recruitment of local and national summer interns in the P&P Cluster and work on a variety of projects to increase engagement with the Cluster. Much of the intern role involves collaboration: both with the other intern and the VISTA member, but also with Tiffany Sargent and James Davis, Internship and Academic Directors, respectively, of the Cluster. As the Cluster grows and evolves, the interns play a role in developing the Cluster as well.

General Responsibilities:

- Attending P&P staff meetings (both with the VISTA member and the full team)

- Complete weekly check-ins with CCE Director Tiffany Sargent and/or SerVermont VISTA member
- Brainstorming luncheon topics, researching topics, and preparing discussions for the monthly luncheons
- Attending monthly luncheons
- Participation in Privilege & Poverty internship information sessions
- Planning and helping carry out other events to build the P&P community – including an end-of-year reception, Commons dinners, screenings, etc.
- Preparing necessary documents for events (e.g., fact sheets and ways to get involved handouts for luncheon topics, intern handbook)
- Creating posters to advertise P&P events and hanging posters around campus
- Advertising P&P events/application deadlines via e-mail, on the P&P website, and on social media
- Organizational efforts (e.g., compiling attendance sheets and e-mail lists, organizing shared documents)
- Research on electives courses to enhance P&P's scope and campus impact
- Serve as liaison between Directors and intern alumni; misc. support for James Davis, faculty director, P&P and meetings among the P&P faculty
- Research re. poverty statistics for Addison County (and possibly beyond)
- Research re. poverty-related programming (academic and co-curricular) on other campuses, nationally
- Provide possible support to a UVM/Middlebury P&P collaboration currently under development
- Assistance with possible community events related to poverty
- Other needs as they arise

Knowledge, Skills and Abilities:

- Knowledge of and experience with the different components of the P&P academic cluster (Internship AND Gateway Course, RELI/INTD 0298)
- Willingness to contribute ideas and provide feedback on events
- Experience working in teams / leadership experience
- Graphic design skills
- Knowledge of WordPress
- Facility with Facebook and Instagram
- Ability to think creatively and take initiative when crafting outreach strategies, collaborating with other campus stakeholders, and planning luncheons

Experience:

- Experience with the different components of the P&P academic cluster (Internship AND Gateway Course, RELI/INTD 0298)
- Experience working in teams / leadership experience

Position Number: 901462

Position Title: ITS Admin Systems Programmer

EDORDA: 311-2115-50200-10-510083-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Charlotte Pratt

Description: Essential Functions:

We are looking for students to assist ITS and business offices with our migration to a new enterprise reporting system. This opportunity will provide training and experience in the Evisions Argos reporting platform, Structured Query Language (SQL), database structures, business logic, problem-solving, analysis, user training, written and verbal communications. You will have the opportunity to contribute to a significant institution wide IT project while working closely with staff in ITS and various business and administrative offices across the Middlebury enterprise.

Training and mentoring will be provided.

General Responsibilities:

Work with clients to understand concepts in the Argos reporting system and troubleshoot general usage issues.

Assist with converting reports from the Hyperion reporting system to Evisions Argos reporting system.

Develop materials - short videos, web pages or cheat sheets - to help communicate key concepts to clients about the Argos reporting system.

Assist or perform short training or help sessions for clients on the Argos reporting system.

Other duties as assigned.

Knowledge, Skills and Abilities:

Work independently and in conjunction with ITS and Administrative Systems staff.

Take direction from supervisor.

Effectively use the Argos reporting system (training will be provided) for assigned tasks.

Be comfortable reading documentation to uncover answers to questions.

Communicate difficulties completing tasks with supervisor.

Experience:

Coursework (or self-taught) in logic, Structured Query Language (SQL), or languages related to software development is helpful. Interest in SQL, databases, logic and problem-solving is essential.

Training and mentoring will be provided.

Position Number: 901463

Position Title: NSF Research Asst - Gregg

EDORDA: 311-2902-50200-10-110025-11326

Position Type: None

Department: Economics

Supervisor: Amanda Gregg

Description: Essential Functions:

Student research assistant will contribute to a project studying early twentieth century Imperial Russian corporations. The student will assist in various research tasks, including reviewing literature, cleaning data, writing Stata code, and proofreading articles for publication.

General Responsibilities:

Write literature reviews, clean data, write Stata code, compose graphs, and proofread articles as needed in Professor Gregg's research.

Knowledge, Skills and Abilities:

Student will need to understand standards for economic history research, how to read journal articles, how to compose and interpret economics figures and tables, and how to use the Stata statistical software package. Russian language skills are helpful but not required.

Experience:

No prior research experience required. Recommended courses: economic history, regression.

Position Number: 901464

Position Title: STRT Research Asst - L'Roe

EDORDA: 311-2911-50200-10-000000-11209

Position Type: None

Department: Geography

Supervisor: Jessica L'Roe

Description: Essential Functions:

Survey data entry and processing,

Basic GIS work (using point data to create polygon data)

General Responsibilities: Process handwritten datasheets into digital datasets ready for analysis

Knowledge, Skills and Abilities: Basic use of GIS software and Excel

Experience: Has taken GEOG 120 or equivalent

Other: Average of 5 hours per week

Position Number: 901465

Position Title: FRAF Research Asst - Thomsen

EDORDA: 311-2911-50200-10-000000-11516

Position Type: None

Department:

Supervisor: Carly Thomsen

Description: Research support for project "Using Personal Narratives to Promote Social Justice"

Position Number: 901466

Position Title: FRAF Research Asst - Laursen

EDORDA: 311-2911-50200-10-000000-11144

Position Type: None

Department: History of Art & Architecture

Supervisor: Sarah Laursen

Description: Research support for project "Early Asian Gold Database"

Position Number: 901467

Position Title: UCRF Research Asst - Arndt

EDORDA: 311-2120-50200-10-000000-00000

Position Type: None

Department: Psychology

Supervisor: Jason Arndt

Description: Research support for project entitled "Unsuccessful Retrieval Attempts and Learning"

Position Number: 901468

Position Title: HIST Research Asst - Davis

EDORDA: 311-2108-50200-10-000000-00000

Position Type: None

Department: History

Supervisor: Darien Davis

Description: Essential Functions:

The student assistant will be available to perform and help with research projects for the department. This may include working alone or with faculty helping to create historical chronologies, research and post information on our bulletin board about important historical events and anniversaries. The student will also gather other information and data including about history majors, classes or work on a departmental wide research project. The student will also gather information about faculty members and their scholarship (including book covers) and student and faculty accomplishments to be posted on the bulletin board. In addition, the department assistant will also serve as a student liaison to the department, help with outreach for the department, perform occasional copying and help to promote departmental events on campus.

General Responsibilities:

Research and Presentation

Outreach

Student and faculty Liaison

Special Projects

Knowledge, Skills and Abilities:

History major. Knowing the historical process. Limited to seniors and juniors who have taken HIST600. Understands how to gather historical data and present coherent narratives. good communication skills to liaison between faculty and students.

Other:

Flexibility with hours. Self-directed. Needs to be able to communicate and respond to demands on a regular basis.

Position Number: 901469

Position Title: AMST Film Screener

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: American Studies

Supervisor: Rachael Joo

Description: Essential Functions:

Pick up and return DVDs from/to College Library in a timely, responsible manner.

Show films using in-classroom DVD and projection equipment.

Remain on site, outside door or adjacent to screening room, during screening in case of difficulties with equipment.

Must be available evenings (screenings cannot be changed to accommodate students' class or social schedule).

General Responsibilities: Essential functions only for this position.

Knowledge, Skills and Abilities:

Familiarity and confidence using technology, including classroom lighting and projection, as well as DVD and other media players. Demonstrated reliability and timeliness in arriving for work and completing tasks as requested. Proven ability to work responsibly without supervision.

Experience: Classroom projection experience.

Position Number: 901470

Position Title: Athletics Tennis Stringer

EDORDA: 311-2902-50200-10-110025-11241

Position Type: None

Department: Athletics

Supervisor: Andrew Thomson

Description: Essential Functions:

String tennis rackets for men's and women's tennis teams. We can train the person but anyone with experience would be great as we would like to get them started as soon as possible.

General Responsibilities: String tennis rackets in a timely manner

Knowledge, Skills and Abilities:

We will teach you what is needed but if you have previous experience that would be helpful

Experience: Prior stringing experience helpful but not necessary

Position Number: 901471

Position Title: STRT Research Asst - Eggleston

EDORDA: 311-2911-50200-10-000000-11506

Position Type: None

Department: Biology

Supervisor: Erin Eggleston

Description: Essential Functions:

Conduct microbial ecology research in the Eggleston Lab. The lab is currently investigating microbes involved in mercury mobilization in sediments.

General Responsibilities:

This position could involve work on: bioinformatic analysis of DNA and protein sequences, DNA extraction, qPCR design and experiments, and other activities

Knowledge, Skills and Abilities:

- organized and self-motivated, with strong attention to detail
- familiarity with basic sequence data analysis and molecular techniques is a plus
- enthusiasm for the material and ability to work independently

Experience:

- prior coursework or lab work in this area is desirable

Position Number: 901472

Position Title: FRAF Research Asst - Mitchell

EDORDA: 311-2911-50200-10-000000-11478

Position Type: None

Department: History

Supervisor: Rebecca Mitchell

Description: Provide research support for project "The Soviet Century: 100 Years of the Russian Revolution."

Position Number: 901473

Position Title: FRAF Research Asst - PNelson

EDORDA: 311-2911-50200-10-000000-13075

Position Type: None

Department: Geography

Supervisor: Peter Nelson

Description:

Position Number: 901474

Position Title: FRAF Research Asst - Ward

EDORDA: 311-2112-50200-10-213493-00000

Position Type: None

Department: History

Supervisor: Max Ward

Description: Provide research support for project "Policing Postwar Japan."

Position Number: 901475

Position Title: CLAS Research Asst - Star

EDORDA: 314-2001-50200-10-000000-00000

Position Type: None

Department: Classics

Supervisor: Christopher Star

Description: Essential Functions: Assist with faculty scholarship and course development.

General Responsibilities:

Assist with putting together bibliography materials, photocopying, department errands as needed.

Knowledge, Skills and Abilities: Basic office skills.

Experience: Familiarity with the department preferred.

Position Number: 901476

Position Title: JAPN Asst

EDORDA: #N/A

Position Type: #N/A

Department: Japanese School

Supervisor: Kyoko Davis

Description:

Position Number: 901477

Position Title: ADA Note Taker - Cioffredi

EDORDA: 311-2903-50200-10-000000-00000

Position Type: None

Department: ADA Office

Supervisor: Courtney Cioffredi

Description: Essential Functions:

- Take detailed notes in class
- Provide notes to SAS in a timely manner (usually the same day)
- Proficient in use of technology specifically use of a computer and GoogleDocs
- Transcribe materials that have been recorded

General Responsibilities:

Provides support to Student Accessibility Services by assisting with services and accommodations for students with disabilities, so as to fulfill the legal duties of Middlebury College toward students with disabilities. Position is under the supervision of the ADA Coordinator.

Responsibilities:

- Assists with note-taking for students with disabilities.

- Transcribes materials that have been recorded onto an audio tape by students with disabilities.

Knowledge, Skills and Abilities:

- Must work cooperatively with others and accepts direction from supervisor.
- Must have effective analytical, interpersonal and verbal/written communication skills.
- Must be able to take charge and work independently.
- Must be an organized, friendly and outgoing person.
- Must be punctual and work well with other students, staff and faculty.
- Must be willing to perform other duties as assigned.
- Must manage sensitive material, highly confidential matters, and private records with discretion.

Education and Training:

- No specific previous training is necessary.
- Knowledge in specialized academic areas such as Psychology, Biology, Chemistry, Mathematics and foreign languages very helpful.

Experience: Use of a computer

Prior note taking experience is highly desirable

Position Number: 901259

Position Title: FRAF Research Asst - Byker

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Tanya Byker

Description: Research support for your project "New Simulation Tools for Teaching Statistics and Econometrics."

Position Number:

Position Title: FRAF Research Asst - Berenbaum

EDORDA: 311-2902-50200-10-210463-11296

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901260

Position Title: FRAF Research Asst - Berenbaum

EDORDA: 311-2503-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Pam Berenbaum

Description: Provide research support for your project "Interdisciplinary senior seminar."

Position Number: 901482

Position Title: MiddCORE Marketing Intern

EDORDA: 311-6101-50200-10-510164-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: EJ Bartlett

Description: Essential Functions:

Join the MiddCORE team, and take part in a creative, fast-paced, collaborative work environment! We are looking for an intern to support MiddCORE's marketing and outreach efforts. Primary responsibilities include calling and emailing interested students to tell them about your personal MiddCORE experience, following up on and keeping track of those leads, video production both in terms of editing existing footage and creating new videos, contributing to the MiddCORE's social media presence, and thinking creatively about ways to market MiddCORE to students both on Middlebury's campus and on other campuses and implementing those strategy. We are looking for team players who also have the ability to work independently, and someone who is flexible and open to engaging in a wide range of tasks.

General Responsibilities:

Primary responsibilities include calling and emailing interested students to tell them about your personal MiddCORE experience, following up on and keeping track of those leads, video production both in terms of editing existing footage and creating new videos, contributing to the MiddCORE's social media presence, and thinking creatively about ways to market MiddCORE to students both on Middlebury's campus and on other campuses and implementing those strategy.

Knowledge, Skills and Abilities:

Excellent communication skills

Excellent phone presence

Outstanding written communication skills

Works independently

Strong organizational skills

Experience in video editing and production

Proficient with digital video formats and workflow

Knowledge of Adobe Premiere

Provide video in multiple formats, web posting, social media clips, etc.

Strong understanding of social media

Attention to detail

Being persuasive, being professional, and being a good ambassador for MiddCORE

Experience:

Has completed MiddCORE

Previous experience with HD videography and editing

Other:

Hours are dependent on leads and work demands but will average around 6 hrs. per week.

Position Number: 901483

Position Title: OVW Con't Grant Support Intern

EDORDA: 311-2911-50200-10-000000-11572

Position Type: None

Department:

Supervisor: Noreen Pecsok

Description: Essential Functions:

Provide support for activities to educate, prevent and respond to sexual assault, dating violence, and stalking at all Middlebury Schools and Programs.

General Responsibilities:

1. Develop and update Web-based information for Schools and Programs on sexual and dating violence resources and risk reduction for students abroad; 2. Assist with the adaptation of materials to best meet the specific needs of students, faculty and staff at all Middlebury locations; 3. Research best practices for Coordinated Community Response Teams at all Middlebury locations; 4. Assistance with meeting and event planning.

Knowledge, Skills and Abilities:

The ideal candidate will have a strong interest in the area of sexual violence prevention and response and will have been involved at some level in related initiatives at Middlebury. The ideal candidate will have completed the Green Dot 6-hour training.

Experience:

1. Experience with graphic design, including print materials and Web-based design;
2. Excellent written and interpersonal communication skills and organizational skills;
3. Experience conducting research in various areas-policies, products, printing approaches, etc.-and presenting choices coherently and with a well-reasoned recommendation.

Other:

Availability of at least 5 hours per week to commit to this position. High level of self-direction; excellent phone skills for additional research.

Position Number: 901479

Position Title: FRAF Research Asst - Weston

EDORDA: 311-2911-50200-10-000000-13657

Position Type: None

Department: Education Studies

Supervisor: Tracy Weston

Description: Provide research support project "Website design for international mathematics education research."

Position Number: 901478

Position Title: FRAF Research Asst - Jenkins

EDORDA: #N/A

Position Type: #N/A

Department: Dance

Supervisor: Laurel Jenkins

Description: Provide research support for your project "Choreographic Archives."

Position Number:

Position Title: FRAF Research Asst - Jenkins

EDORDA: 311-2911-50200-10-000000-11566

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901484

Position Title: FRAF Research Asst - Teets

EDORDA: 311-2911-50200-10-000000-10996

Position Type: None

Department: Political Science

Supervisor: Jessica Teets

Description: Research support for project "The Developing Middle Class in China: Does Participation with Civil Society Change Ideas of Citizenship?"

Position Number: 901485

Position Title: FRAF Research Asst - SLBarrera

EDORDA: 311-2911-50200-10-000000-11426

Position Type: None

Department: History of Art & Architecture

Supervisor: Silvina Lopez Barrera

Description: Research support for project "Socio-spatial mapping in rural communities in western Uruguay."

Position Number: 901486

Position Title: FRAF Research Asst - Lawrence

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Matt Lawrence

Description: Research support for project "Comparing Educational and Family Resources of High School Students Who Do and Do Not Become First Generation College Students."

Position Number: 901487

Position Title: PALANA House Program Assistant

EDORDA: 311-2103-50200-10-530200-00000

Position Type: None

Department: Dean of the College

Supervisor: Jennifer Herrera

Description: Essential Functions:

The PALANA House Assistant will be responsible for helping with events related to the PALANA House mission. The PA will meet regularly with the directors of the CCSRE and Anderson Freeman Resource Center in order to facilitate collaboration under the common interests of addressing diversity issues and community development.

General Responsibilities:

Facilitate regular house meetings

Serve as liaison between PALANA and CCSRE/AFC

Help residents with event ideas planning and execution

Serve as a member of the AFC student staff

Knowledge, Skills and Abilities:

Knowledge college spending guidelines

Familiarity with Middlebury College event planning resources

Experience: Demonstrated Leadership and Program/Event Planning Experience Required.

Other:

Must be a current PALANA House resident.

Time commitment is maximum of 3 hours per week.

Position Number: 901488

Position Title: DLA Research Asst - LAAbad

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: Leticia Arroyo Abad

Description:

Position Number: 901489

Position Title: DLA Humanities Web Designer

EDORDA: 314-1101-50200-10-300856-00000

Position Type: None

Department: German

Supervisor: Florence Feiereisen

Description: Essential Functions:

Web design

General Responsibilities:

Create a website for a project in the Digital Humanities from scratch. (Professors F. Feiereisen (GRMN) and E. Sassin (HARC) will provide design ideas and all content.)

Maintain/update the website.

Work with other members of the DLA team (others will provide visuals and sound files)

Knowledge, Skills and Abilities:

The ideal candidate has a strong aesthetic eye and the proven technical skill set to design and build a website. Since the project deals with one specific mass tenement in Berlin in the 1920s, previous experience in working with architectural documents (floor-plans, 3D renderings, historical maps, etc.) is a plus.

Experience:

Experience with web design.

Other:

Availability up to 7 hours/week to commit to this position.

Availability during academic year including J-term (either part-time or as an independent study/ internship)

Ability to mostly work independently/ high level of self-direction.

Position Number: 901490

Position Title: Intern, Academic Development

EDORDA: 311-2004-50200-10-000000-13406

Position Type: None

Department: Academic Affairs

Supervisor: Timothy Spears

Description: Essential Functions:

The student will maintain the Critical Conversations website, updating entries as needed in accordance with on-campus scheduling. This work will require excellent organizational skills as well as strong writing skills. The job also requires an ability to work independently. The job will require about 5 hours of work per week.

General Responsibilities:

The student will work within the office of the Vice President for Academic Development, maintaining the Critical Conversations web site and assisting in the development of related projects and activities.

Knowledge, Skills and Abilities:

Solid organizational skill, strong writing and communication skills. Ability to work independently. Interest in political and academic culture a plus.

Experience:

Interest and commitment are essential.

Drupal or web development experience.

Position Number: 901491

Position Title: Women's Soccer Game Staff

EDORDA: 311-6001-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Mark Sienko

Description: Responsibilities include ball runner, announcer, filmer, and scoreboard keeper.

Position Number: 901492

Position Title: CC Recording Secretary

EDORDA: 311-2301-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Baishakhi Taylor

Description: Essential Functions:

Attend all Community Council meetings to collect accurate and complete minutes.

Distribute minutes to member as directed by the Community Council co-chairs.

General Responsibilities:

Attend all Community Council meetings to collect accurate and complete minutes.

Distribute minutes to member as directed by the Community Council co-chairs

Knowledge, Skills and Abilities:

Attention to detail

Ability to summarize effectively

Clear and concise writing

Experience: Experience with note taking and/or minute taking in fast paced environment.

Position Number: 901493

Position Title: ISSS Assistant

EDORDA: 311-2902-50200-10-300775-00000

Position Type: None

Department: Int'l Student/Scholar Services

Supervisor: Joani Taylor

Description: Essential Functions: Student will provide program-related support for the ISSS staff.

General Responsibilities:

Set up/clean up for events. Assisting ISSS staff on site with executing events. Recruiting volunteers.

Knowledge, Skills and Abilities:

Must have a desire to provide support for peers and be comfortable lifting small amounts, working with the public and responding to relevant questions.

Experience: No experience necessary.

Position Number: 901494

Position Title: PSYC Big Data Analyst

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Psychology

Supervisor: Martin Seehuus

Description: Essential Functions:

The big data analyst will write computer code, in one or more high-level languages such as R or Python, to extract information from websites, format that information into multiple useful formats, and optimize existing code to be used to analyze that data. It is anticipated that the data set to be extracted will exceed 2 billion rows by at least 50 columns, so identification and elimination of bottlenecks is critical.

General Responsibilities:

The big data analyst will be working as part of a larger data analytic project, and thus regular communication with team members about progress is essential. In addition, the analyst will be required to rapidly and accurately estimate the time necessary to complete the coding tasks required.

The analyst should be comfortable writing code to allow for re-use, and will be asked to thoroughly document the final product, including providing instructions for use.

Knowledge, Skills and Abilities:

The data analyst should be comfortable in more than one high-level language appropriate to the acquisition and processing of large amounts of data. These languages include at least R and Python, although other coding frameworks are acceptable.

The data analyst should be comfortable writing and documenting reusable code.

Experience:

At least two years of experience using the language of choice.

At least two years of experience documenting code

At least two years of experience using version control systems and code repositories

Position Number: 901495

Position Title: Astronomy Art Specialist

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee conception, design, creation, and production of artistic works related to astronomy and the Middlebury College Observatory atop McCardell Bicentennial Hall. Artistic creations may be in or on a variety of media including both physical and digital, and may be black and white, grayscale, or full color. The successful applicants may be involved with the digitizing of physical objects to transform them to electronic formats, and may be involved with the conception, design, creation, and preparation of displays, materials, and products featuring these artistic works. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular and will require motivated, independent work.

Applicants must have advanced proficiency with the principles and practices of telescopes and instruments, mastery of appropriate professional industry-standard physical media and digital creation software packages for art production, and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for creativity in expression and design. Applicants should enjoy designing and creating compelling artistic works for outreach programs to share their knowledge about and enthusiasm for astronomy with others.

Position Number: 901496

Position Title: Astronomy Language Specialist

EDORDA: 314-2001-50200-10-213103-10730

Position Type: None

Department: Sciences Tech Support Services

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee the planning and performing of multilingual efforts at outreach events at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include use of both English and one or more non-English languages during outreach events. Multilingual capabilities aside from English should include one or more languages offered during Language Schools at the Middlebury campus. The successful applicants will be involved with expanding the scope of existing outreach events through these supplemental non-English languages during interaction with visitors. Events and hours for this position will be irregular and primarily at night, and will require some motivated, independent work. Opportunities may exist for translating and producing astronomy outreach materials in non-English languages.

Applicants must have working proficiency and oral fluency in one of the non-English languages offered during Language Schools at the Middlebury campus, either by way of having attended a Language School, having equivalent academic language experience, or having equivalent real world language experience. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for multilingual oral communication. Applicants should enjoy sharing knowledge about and enthusiasm for astronomy with others during outreach events.

Position Number: 901497

Position Title: PSCI Assistant

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Sarah Stroup

Description: Student needs capacity to create, design, and disseminate surveys. Also should have wide experience with managing and networking with student organizations. Must be able to work independently to manage events. Proficiency with Word, Excel, Google docs required. Need familiarity with campus conversations around difficult dialogues and with research on how to facilitate such conversations.

Position Number: 901498

Position Title: Mens Basketball Score Keeper

EDORDA: 311-1106-50200-10-000000-14761

Position Type: None

Department: Athletics

Supervisor: Kyle Dudley

Description: Essential Functions:

Fill in the statistics at the scorer's table for Men's Basketball games.

General Responsibilities: Writing in the correct basketball statistics at basketball games.

Knowledge, Skills and Abilities: Basketball knowledge preferred. Writing.

Experience: Basketball knowledge preferred.

Position Number: 901500

Position Title: JusTalks Driver and Logistics Assistant

EDORDA: 311-2901-50200-10-210383-13141

Position Type: None

Department: Dean of the College

Supervisor: MariAnn Osborn

Description: Essential Functions:

- Drive college van of first year students to Bread Loaf to participate in JusTalks
- Assist JusTalks team in taking attendance and ensuring prompt departure time
- Spend your day up at Bread Loaf supporting JusTalks team, including driving sick participants back to campus

- Support JusTalks team with logistical needs during programming including; providing materials to break out groups, assist students find their break out groups, other duties as assigned

General Responsibilities:

- Drive college van of first year students to Bread Loaf to participate in JusTalks
- Assist JusTalks team in taking attendance and ensuring prompt departure time
- Spend your day up at Bread Loaf supporting JusTalks team, including driving sick participants back to campus
- Support JusTalks team with logistical needs during programming including; providing materials to break out groups, assist students find their break out groups, other duties as assigned

Knowledge, Skills and Abilities:

- good driving skills; must have possessed a valid state driver's license for a period of 3 years
- must be eligible to attend the Middlebury College Defensive Driving training course, and successfully complete the driving orientation in order to obtain a Middlebury College driver's license

Experience:

- good driving skills; must have possessed a valid state driver's license for a period of 3 years
- must be eligible to attend the Middlebury College Defensive Driving training course, and successfully complete the driving orientation in order to obtain a Middlebury College driver's license

Position Number: 901499

Position Title: QSH Programming Assistant

EDORDA: 314-2001-50200-10-213103-10718

Position Type: None

Department: Women's and Gender Studies

Supervisor: Hemangini Gupta

Description: Essential Functions:

Responsible for QSH programming, will work with Residential Life regarding QSH housing, and will function as a resource for students living in QSH. The QSH house programming assistant will communicate directly with the QSH faculty adviser, as well as Residential Life. This position is 3 hrs/week for 15 weeks; actual hours may vary.

General Responsibilities:

1. Facilitating move in
 - a. Knowing house members' schedules

- b. Unpacking and organizing QSH items (with the help of residents)
- 2. Facilitating move out
 - a. Knowing house members' schedules
 - b. Packing and organizing QSH items (with the help of residents)
- 3. Ensuring that the house is organized and clean for the monthly check in
- 4. Meeting weekly with the QSH faculty adviser to check in
- 5. Organizing and facilitating a weekly meeting with house residents
- 6. Ensuring that one Queer Studies event happens monthly
- 7. Supporting all QSH residents so that they can best fulfill their agreed upon roles
- 8. Crafting a message to send to the Alumni network once a semester
 - a. A description of what has happened this semester
 - b. Direct them to QSH's social media and website
 - c. Ask them for what you need!

Knowledge, Skills and Abilities: Good organizational skills; developed communication skills.

Experience: Preference for someone who has been involved with an organization or club.

Other:

- a. Must live in QSH house while holding this position.
- b. Strong preference for a student who has taken "Intro to Queer Critique" or "Intro to Gay and Lesbian Studies"

Position Number: 901501

Position Title: J Term Script Lab Assistant

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department: Provost

Supervisor: Gail Borden

Description: November 1 – February 15

This position is 80 hours from November 1, 2019 – February 15, 2019. It is part-time until the week(s) leading up to and during the Script Lab period (January 16 – 23, 2019) when it will be full-time.

Essential Functions:

The Middlebury Script Lab brings together promising screenwriters to be mentored by industry professionals. The Script Lab Assistant is responsible with assisting the Script Lab director with preparing for and helping with the day-to-day operations of the week-long event.

Applicants should be interested in gaining access and insight into the process of creating screenplays and discussing the professional requirements of becoming a screenwriter.

General Responsibilities:

Ahead of the Script Lab period:

make travel arrangements for Advisors;

assist with preparing reimbursements and independent contractor agreements for Advisors;

act as the point person for inquiries from Fellows and Advisors;

liaise with vendors;

assist the director in organizing Script Lab activities as needed;

liaise with College administration, staff, and services as needed.

During the Script Lab period (January 16-23):

participate in Script Lab activities and social events and provide operational and logistical support under the Director's supervision;

attend screenwriting workshops, one-on-one meetings, masterclasses, and general gatherings, some of which happen off campus;

assist in the logistical set up day-to-day activities including program events, dining, transportation and hospitality for guests;

assist with the collection of program evaluation by interviewing guests about their experiences and how their screenplays/career have developed as a result of the script lab;

maintain communication with the Director to address issues that may arise.

Following the Script Lab Period, assist the Director in a variety of follow up responsibilities including writing of the final report.

Knowledge, Skills and Abilities:

-Desire to learn more about the screenwriting industry

-Office suite proficiency

-Good interpersonal skills

-Ability to organize and prioritize responsibilities

Experience:

-No experience required, only a can do attitude and a drive to understand the profession of screenwriting

Position Number: 901514

Position Title: French Language Table Asst.

EDORDA: 314-2002-50200-10-300922-00000

Position Type: None

Department: French

Supervisor: Jolene Newton

Description: Essential Functions:

To attend Language Tables in order to encourage and actively engage in conversation with students of French.

General Responsibilities:

To be prompt in arrival to the tables.

To identify and gather students of French to the appropriate tables.

To encourage conversation and gently correct grammar when necessary.

Knowledge, Skills and Abilities: Fluent in French.

Experience: Have taken courses in the French department or native speaker of French.

Position Number: 901515

Position Title: FMMC Animation Studio Mentor

EDORDA: 311-2142-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Daniel Houghton

Description: Essential Functions:

Animation Studio Mentors mentor young people (11-17) in the community. In each mentorship a Middlebury student works 1-on-1 with a young person, teaching the fundamentals of Computer Animation. The pairs meet in the studio once a week to work toward the creation of a short animated film project.

General Responsibilities:

Animation Studio Mentors must be able to show up a couple minutes early to each mentoring sessions so as to be ready to greet their mentees when they arrive. Mentors should be able (in consultation with the Animation Studio Producer) to guide their mentees through a basic, fundamental animation curriculum.

Knowledge, Skills and Abilities:

Working knowledge of computer animation software and a desire to experience the responsibilities of teaching and mentoring by working with young people are the core requirements for this position.

Experience:

Mentors must have at least one semester's worth of experience studying computer animation.

Successful applicant must pass a background check.

Position Number: 901518

Position Title: ENVS Office Asst.

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Environmental Studies

Supervisor: Lily Hunt

Description: Perform general office tasks such as photocopying, scanning, on-campus errands, hanging posters, and potentially special event support. Assist with additional projects as necessary. Office skills with the ability to work independently. Professionalism necessary for interacting with other offices on campus. Attention to detail, reliability, accuracy, good organizational skills and basic Microsoft Office knowledge. Interest in the environment helpful.

Position Number: 901519

Position Title: SSL: Energy Conservation Squad

EDORDA: 311-2906-50200-10-000000-14656

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

The Energy Conservation Squad is made up of three students who oversee campaigns to improve energy efficiency on campus. Areas of focus include proper use of heating and cooling systems in dorms,

classrooms and offices, smart personal energy usage (unplugging devices when not in use, etc.) and exploring energy-efficient practices. Energy Squad students will develop and carry out educational campaigns as a team with the assistance of the Office of Sustainability Integration.

General Responsibilities:

Our goal is to significantly reduce energy usage on campus through a variety of efforts. Students will be responsible for developing an effective way to measure and assess success, as well as setting goals for progress.

Knowledge, Skills and Abilities:

Desired skills: Enthusiasm for sustainability, ability to work as a team, flexibility with working style (interns may be asked to table at dining halls, present to clubs, work with Facilities, etc), graphic design and/or video experience.

Position Number: 901521

Position Title: Sustainability Consultancy Training Program

EDORDA: 311-2115-50200-10-510303-11474

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

The Sustainability Solutions Lab (SSL) in the Office of Sustainability (OSI) is hiring students to be a part of a Sustainability Consultancy program this Fall. This Fall will be a pilot year for the Sustainability Consultancy program, so Consultants will help in developing the program and working out any kinks. Consultants will be trained by the SSL staff on how to effectively advise departments on issues relating to sustainability. This position is for students interested in advising departments/organizations on-campus on issues related to Energy2028 and sustainability. This is a 4-6 hour per week paid position.

General Responsibilities:

Each SSL Sustainability Consultant will be matched with a student organization or department on campus. Working in close collaboration with members of the organization/department, Sustainability Consultants will be responsible for helping to brainstorm and implement actions that will work in line with the goals of Energy2028 and sustainability. This will involve meeting regularly with members of the group, conducting a thorough audit of the department/organization's environmental behaviors and positionality, assembling a list of recommendations, helping to implement action items, and continually checking in on progress throughout the semester. This could mean anything from overseeing a plan to reduce energy consumption and waste, to helping develop syllabi or programming that is more climate-conscious and sustainability-centered. Part of the consultant's time will also be spent meeting with

other members of the SSL to problem-solve and discuss progress with the client. Work will be conducted online and in

Knowledge, Skills and Abilities:

Strong research experience desired, as well as ability to self-direct and work closely with a small group of peers and outside experts. Creativity, practical application of ideas, and willingness to learn from failure are also helpful.

Experience:

No experience necessary. You will receive all the necessary trainings and background information before you begin your work

Position Number: 901522

Position Title: ECON Research Asst. Porteous

EDORDA: 311-2906-50200-10-000000-14656

Position Type: None

Department: Economics

Supervisor: Obie Porteous

Description: Essential Functions:

The research assistant will assist Professor Obie Porteous in doing background research on the agricultural sector of the economy of Angola this spring, including reading and summarizing academic research and news articles in English and Portuguese. The research is part of a broader project looking at how oil-rich countries in sub-Saharan Africa are responding to low oil prices by reviving their agricultural sectors. The research assistant will also help Professor Porteous make logistical arrangements in Angola for a 2-3 week research trip there in early June. If the research assistant is successful, there is a possibility of accompanying Professor Porteous on the trip to Angola to assist with research, logistics, and translation. Applicants for this spring position should be interested and available to go on the research trip in June.

General Responsibilities: see above

Knowledge, Skills and Abilities: Fluency in spoken and written Portuguese required (native speakers preferred).

Experience:

Prior coursework in Economics and/or on Africa would be helpful but is not required.

Position Number: 901523

Position Title: Sustainability Solutions Lab Intern

EDORDA: 311-2115-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Sophie Calvi

Description: This summer, we are hiring students for paid internships across six different projects at the Franklin Environmental Center at Hillcrest. Below, you will find a list of available positions along with links to each individual application form which includes more detailed information about the expectations, required experience, and deliverables associated with the roles. Parameters: 30 hours a week for 8 weeks, beginning Monday, June 13th - Friday, August 12th. These positions are expected to attend cohort events and engage with Environmental Affairs team daily. We offer both remote and in-person professional development opportunities. For those positions which require interns to live on campus, or for those students who choose to live on campus while in the SSL, we have accommodations available at Weybridge House. After a disconnected few years due to Covid regulations, we're focusing on building community within this summer's cohort, so, if you join the SSL team and choose to be on-campus, you'll be included on events, fields trips, meals, and other gatherings. We hope to fill these next few months with joyful experiential learning!

POSITIONS AVAILABLE:

Greenhouse Gas Inventory Internship Application
About: Hiring 2 Interns to assist Jack Byrne, the Dean of Environmental Affairs and Director of the Franklin Environmental Center, Mike Roy, the Dean of the Library, and Ryan Clement, Data Services Librarian in creating a Greenhouse Gas Inventory (GHGI) Update and Codebook. The GHGI is the primary source for tracking and documenting Midd's carbon emissions since 2007
<https://forms.gle/12XdKyPqZrECdbwn7>

STARS Framework Internship Application
About: Hiring 2 Interns to assist in assessing and digesting Middlebury's sustainability data from our recent report for AASHE STARS. If you're passionate about tangible steps towards a sustainable future and curious about the ways in which a major institution approaches that aim, this is an excellent opportunity to get into the details and learn while helping create a framework for the college to use going forward.
<https://forms.gle/ivNzUzKfoRidAycB9>

Sustainability Abroad Internship Application
About: Hiring 1 intern to work with the Study Abroad Office to create sustainability practices and programming for students studying abroad such as pre-departure materials as well as guides for while one studies abroad.
<https://forms.gle/KzCHHJN6MhCy6kk29>

Living Buildings Challenge Internship Application
About: Hiring 2 interns. Please see link below for more information.
<https://forms.gle/J1i3RiFNxCMSjzDR8>

Middlebury Lands Special Projects Internship Application
About: 2 Interns to assist with our Director of Programs, Sophia Calvi, in researching and creating special projects around Middlebury's land in conjunction with other departments and programs around campus and beyond.
<https://forms.gle/g1H4fgtaMSC1dNFWAU>

Urban Building Energy Modeling Internship Application
About: Hiring 2 interns, Please see link below for more information.
<https://forms.gle/gfPMWubxWdZTLNC7>

Please contact Sustainability Specialist Natalia Schwien at nschwien@middlebury.edu with any questions.

Position Number: 901525

Position Title: ECON Exam Proxy

EDORDA: #N/A

Position Type: #N/A

Department: Economics

Supervisor: John Maluccio

Description: Essential Functions:

Proctor exams with extended time on behalf of instructors in the economics department, report any potential violations as required by the honor code to instructor, maintain confidentiality.

General Responsibilities:

Arrange pick up of exam from instructor, economics department academic coordinator, or other designee; arrive to designated exam room prior to start of exam; distribute exam along with any other required materials (calculators, blue books, paper) to students along with any instructions from the instructor; remain in exam room during exam; report any violations as required by the honor code to the instructor; collect exams and return to instructor, economics department academic coordinator, or other designee as arranged.

Knowledge, Skills and Abilities:

Reliable; punctual; In good academic standing with no pending academic or other disciplinary measures on record; Respect for confidentiality; ability to work Thursdays 7:30-10:00 PM and flexibility to work other times as required; ability to document and report any signs of violations of the honor code to the instructor.

Experience: Experience with confidentiality helpful but not required.

Other:

Due to the nature of this position, applicants may not be enrolled in economics courses or be on track (whether currently declared or not) to major in ECON, IPEC, ESEC, ESEP or any IGS track that requires economics courses.

Position Number:

Position Title: Marketing Automation Pardot Asst.

EDORDA: 314-1405-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901526

Position Title: Marketing Automation Pardot Asst.

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department: Communications (Middlebury)

Supervisor: Elizabeth Gronlund

Description: To provide Pardot.com software support for the Middlebury Institute, Language Schools, and Bread Loaf School of English. Learn the marketing software tool, Pardot.com, and effectively and efficiently provide customer services and supported in setting up marketing automation workflows.

General Responsibilities:

- Learn basic functionality of the Pardot.com software system
- Work with end-users to organize prospect lists, concept drip-campaigns, and interpret data to inform business operations using Pardot.com
- Supports end-users with system utilization, workflows, and best practices in Pardot.com
- Handles basic support in Pardot.com including reporting, workflows and other routine tasks
- Assists with educating users and growing the Pardot.com skill-set across the organization
- Build and customize Pardot.com online forms and landing pages for data collection in Salesforce.com
- Maintains an organized system across all Middlebury users including lists, files, forms, landing pages, and email templates in Pardot.com
- Assists with content management upkeep including shared drives and content libraries in support of Pardot.com
- Provide reports on inquiries, applications, engagement, and sources from Pardot.com

Carry out related tasks as required.

Knowledge, Skills and Abilities:

- Proven ability to learn software tools
- Excellent interpersonal skills and the ability to build and maintain relationships
- Strong organization skills and highly responsive to email messages
- Ability to manage personal workflow in order to meet deadlines
- Flexible and adaptable in a changing environment

- Ability to effectively communicate verbally and in writing
- Strong problem-solving and analytical skills
- An eye for detail and the ability to maintain a very high level of accuracy

Experience:

- Some experience using the Google advertising platform OR
- Some experience creating marketing, promotional, or educational content for email, social media, or other technology systems. OR
- Some technical experience with building and updating websites

Other:

- Pursuing a BS/BA in Computer Science, Data Analysis, Business Administration, Marketing, or related field.

Position Number: 900031

Position Title: Film Series Programming Asst.

EDORDA: 311-2906-50200-10-000000-10983

Position Type: None

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Essential Functions:

General Responsibilities:

Assist the Programming Committee in developing and maintaining the list of potential films and their associated screeners on Google Docs.

Assist the Programming Committee in communicating with film distributors and filmmakers after selections have been made.

Provide administrative assistance to the Film and Media Culture Department and Programming Committee. Including researching, proofreading, data entry, taking meeting minutes and communicating with filmmakers and film distributors via email and phone.

Proofread content for the Hirschfield International Film Series website, social media presence, printed brochures, and printed posters.

Gather and organize official marketing materials including press kits, press photos, digital and print posters, .mp4 and DCP trailers.

Create .mp4 and DCP trailers and bumpers as required.

Complete training with Media Services to become familiar with the digital cinema projection process, including ingestion of DCP content onto the server, theater preparation (lights, screen masking, etc), and playback in Dana Auditorium and in Axinn 232.

Assist the Programming Committee and the Film and Media Culture Department Coordinator with the planning, logistics, and scheduling of guest filmmakers.

Develop and maintain the social media presence of the Hirschfield International Film Series. Focusing on local networking and outreach (students, staff, faculty, community) and global networking and outreach (distributors, filmmakers, alumni, non-profits, etc)

Contact and inform local news outlets (Addison Independent, Vermont Arts Council, Seven Days, ArtsMail, etc) about upcoming screenings.

Create posters and hang them on campus to market weekly screenings.

Perform other duties and responsibilities as assigned.

Knowledge, Skills and Abilities:

Proficient with Google Docs

Proficient with Adobe Premiere Pro, Photoshop, and Illustrator.

Proficient with DCP-O-Matic

Experience: Film Festival Experience Preferred

Other:

Preferred applicants will have a demonstrated interest in foreign and independent films, film festival culture, and/or film criticism. Applicants should be familiar with the Hirschfield International Film Series and should attend regularly as part of their normal routine.

Position Number: 900139

Position Title: Knoll Summer Intern

EDORDA: 311-2906-50200-10-000000-16103

Position Type: None

Department: Environmental Affairs

Supervisor: Megan Brakeley

Description: Essential Functions:

Mission of the Program

The Knoll is dedicated to cultivating well-being of people, place and the planet. The Knoll is comprised of the Educational Garden, the Outdoor Kitchen and the Serenity Garden. The Educational Garden's 1 acre

is used for growing food and student/faculty research. Our goal is to test theories and develop techniques that move us toward sustainability, regeneration and resilience. Interns join in the yearly cycle of food production and regeneration. Plant, cultivate, harvest and sell garden produce and flowers wholesale and retail. Run seed trials and learn seed saving techniques. Interns work in the Outdoor Kitchen learning to use the pizza oven and host events. The Serenity Garden is in the process of being designed to incorporate perennial plants surrounding the meditation bench and the labyrinth. Interns interested in mindfulness will be able to work on bringing workshops/events to The Knoll. Interns also lead tours to tell our story to alumni and visitors.

On-site responsibilities

- Carry out the sowing, transplanting, cultivating, harvesting and sales of the Educational Garden.
- Collaborate with staff at Middlebury Dining Services and other business partnerships to develop orders and delivery of produce.
- Work with HOPE, the local food shelf, to grow and deliver food for the community.
- Sets up and run on campus retail booth.
- Participate in Work Days/Parties with volunteers and working with the pizza oven for community events.
- MUST attend weekly MCOF meetings to act as a liaison between The Knoll and the student group.
- Attend workshops when possible at The Knoll.
- Participate in the seed trials, seed saving and faculty research programs at The Knoll.
- Maintains tools and equipment in proper condition.
- Follows safety procedures for all workers and volunteers.

Outreach

- Participates in scheduled visits to local farms for observation, tours and joint projects and partnerships
- Supports public relations initiatives with the college and local community.
- Performs other duties as assigned.

General Responsibilities:

Time Commitment

Approximately 35 hours per week for 16 weeks beginning May 29 or June 4th and ending September 8. Some weekend hours are also expected. Interns get two weeks unpaid vacation.

The Knoll interns are now part of the FoodWorks program, a cohort of food related internships combined with food systems field trips. It has changed from past years and no longer has a course or tuition. There is solely a paid internship program that offers FREE housing in Weybridge house for 8 weeks of the FoodWorks program. www.middlebury.edu/foodworks

You are responsible to pay for housing in Weybridge house the remaining weeks of your internship.

If you desire to experience the entire farm season cycle you are encouraged to apply for the spring/fall internship as well.

Knowledge, Skills and Abilities: Qualifications

- Dedication, passion and enthusiasm.

Position Number: 900148

Position Title: Continuous Energy Improvement Intern

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall! Students who have participated in the SSL in the past may apply to be Fellows. Fellows play a more managerial role and help oversee projects in their subject area. Internships are for students who have not been a part of the SSL before and are looking to increase their impact on sustainability at Middlebury. Fellows and interns will work closely together and with OSI staff so strong teamwork is a must!

General Responsibilities:

ENERGY

SSL Interns working on energy will primarily research and begin to implement ways to use energy more efficiently on campus. Based on recommendations from the SSL 2018 Winter Term interns, Middlebury is hoping to create a goal of using 100% renewable energy by 2026 and the SSL Interns this fall will play an integral role in planning for this goal. No experience necessary, but a strong interest in and knowledge about issues of energy and sustainability preferred.

Knowledge, Skills and Abilities:

No experience necessary, but a strong interest in and knowledge about issues of energy and sustainability preferred.

Experience:

No experience necessary, but a strong interest in and knowledge about issues of energy and sustainability preferred.

General Responsibilities:

The Office of Sustainability Integration is hiring four students to work in the Sustainability Solutions Lab as Research Assistants in the two subject areas described below. Positions are Level B and require a commitment of 30 hours per week. Research Assistants are eligible to live and eat on campus for a fee. In addition to the areas detailed in the two position descriptions, all four Research Assistants may be asked to help with additional small projects throughout the summer, such as working with the summer Language Schools and conducting the annual Greenhouse Gas Inventory.

Knowledge, Skills and Abilities:

Strong research experience desired, as well as ability to self-direct and work closely with a small group. Background in Environmental Studies, sustainability, data analysis preferred but not necessary. Summer SSL Research Assistants will be asked to meet with current SSL participants in late spring to discuss projects and how to hand them off for summer.

Experience:

Background in Environmental Studies, sustainability, data analysis preferred but not necessary.

Position Number: 900149

Position Title: MCA Summer Box Office Receptionist

EDORDA: 314-3103-50200-10-000000-00000

Position Type: None

Department: Arts Center

Supervisor: Missey Thompson

Description: Essential Functions:

This position requires 30-40 hours a week, Monday – Friday, Business Hours. Flexibility possible in scheduling could be first half or second half of summer break, or full summer position. Weekly schedule has some flexibility. Summer in Vermont is beautiful, coming work in comfort at MCA. This position will represent Middlebury College through college switchboard communications, and support the Middlebury College Box Office and the Mahaney Center for the Arts.

General Responsibilities:

Answering Box Office Ticket and Information Phone line- Selling tickets and fielding customer inquiries, addressing problems with troubleshooting guidance using Box Office Book of Knowledge, and online resources.

Greeting visitors at the counter, giving directions, granting access to locked spaces, assigning music locker and practice room keys.

Marketing assistance including social media, online Arts calendar updates using Drupal, and use of Photoshop.

Archiving of Arts events- using digital archiving system.

Answer College Switchboard - be familiar with Middlebury College Arts and Events calendar, directory and online searching to answer callers' inquiries.

Supporting the Middlebury New Film Festival and other Arts related summer events.

Performs other duties as assigned to assist the department in obtaining and maintaining its mission.

Knowledge, Skills and Abilities:

Arrive on time and check daily updates at start of work shift. Must be 100% reliable, courteous and outgoing. Ability to work unsupervised. Keep work area neat and organized, knowledge in Microsoft office suite.

Experience: Customer Service experience desired. Retail experience a plus.

Other:

Will be trained to handle cash and credit card sales.

Interest in continuing employment with the Box Office during the 2018-2019 academic year a plus.

Position Number: 900152

Position Title: ITS Summer Assistant Programmer

EDORDA: #N/A

Position Type: #N/A

Department: Information Technology Svcs.

Supervisor: Charlotte Pratt

Description: Essential Functions:

Works within the Argos reporting system to develop datablocks and reports.

Assists Admin Systems staff with other aspects of Argos conversion work, including testing, communication and documentation.

Works cooperatively with others and accepts direction from supervisors.

Follows best practices for work within our area.

Triages issues, effectively gathers information from clients to uncover the root cause of a problem, respectfully manages expectations.

Responsible, in cooperation with manager, for assessing and improving accuracy and presentation of information on Enterprise Application website and wiki pages.

Researches and presents information on topics assigned by manager

General Responsibilities:

Provide proactive, responsive, respectful service to our constituents.

Maintain effective and open communication.

Understanding the work of our customers.

Supporting and augmenting the work routines of staff and management in Enterprise Applications.

Other duties as assigned.

Knowledge, Skills and Abilities:

Must have logical, analytical, and problem-solving skills.

Must have exceptional interpersonal communication skills, ability to manage user expectations and the ability to communicate well with users with varying degrees of technical experience and knowledge.

Must be able to exercise good judgment

Experience:

- Strong coursework or work experience with a variant of SQL required
- Experience managing customer expectations desirable
- Experience with troubleshooting and analytical problem-solving techniques desirable
- Coursework in computer science desirable
- Requirements gathering experience desirable
- Familiarity with CSS, javascript libraries, html desirable

Other: Job will be on-site in Painter House at 2 Court St.

Position Number:

Position Title: The two students serving as Waste and Transportation Research Assistants will focus on 1) continuing the work of winter and spring SSL participants on creating an outreach and education plan to teach proper waste sorting and a more effective spring clean

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900216

Position Title: SSL Transportation Intern

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department: Environmental Affairs

Supervisor: Eva Fillion

Description: Essential Functions:

The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall! Students who have participated in the SSL in the past may apply to be Fellows. Fellows play a more managerial role and help oversee projects in their subject area. Internships are for students who have not been a part of the SSL before and are looking to increase their impact on sustainability at Middlebury. Fellows and interns will work closely together and with OSI staff so strong teamwork is a must!

General Responsibilities:

Students working on transportation issues through the SSL will support sustainable transportation efforts on campus. Specifically, interns will manage the MiddKid Challenge, a collaboration with Addison County Transit Resources (ACTR) that encourages campus members to ride the local bus. Managing this program involves maintaining contact with ACTR and overseeing outreach. SSL transportation interns will also research ways to green the campus fleet of vehicles in order to reduce our carbon footprint. No experience necessary, but a strong interest in and knowledge about issues of transportation and sustainability preferred.

Knowledge, Skills and Abilities:

No experience necessary, but a strong interest in and knowledge about issues of transportation and sustainability preferred.

Experience:

No experience necessary, but a strong interest in and knowledge about issues of transportation and sustainability preferred.

Position Number: 900222

Position Title: CCE Democracy Initiatives Intern

EDORDA: 314-3255-50200-10-000000-12048

Position Type: None

Department:

Supervisor: Liz Cleveland

Description: • Support the design and implementation of democracy initiatives within the Center for Community Engagement

- Provide material and logistical support for MiddVote's voter registration drives (preparing forms, organizing volunteers, reserving rooms, etc.)
- Design new, inclusive projects to engage more members of the Middlebury College community in democratic processes including voter registration, absentee ballot requests, other events surrounding elections (like debate watch gatherings).
- Propose and plan other related events (lectures, discussions, trainings, etc.) for students, faculty, and staff
- Work with the boards of MiddVote and Civics in Action to promote their events (and other relevant CCE events) using social media, posters, and college communication platforms.

* Available to work 3 hours a week at the CCE

General Responsibilities:

- Provide office assistance to the CCE Program Director and other staff
- * Become knowledgeable about CCE's programs and mission in order to support and represent the center.

Knowledge, Skills and Abilities:

- Passion for civic engagement and getting out the student vote
 - Detail-oriented and organized
 - Ability to successfully manage multiple long-term projects at once
 - Strong written and oral communication skills
 - Works well as both a leader and a team member
- * Creative/artistic/design skills would be a great asset.

* Research skills.

Excellent interpersonal and communication skills; ability to manage and prioritize multiple tasks; self-motivation and the ability to work independently and proactively on projects.

Reliability and a strong commitment to the Center for Community Engagement's mission.

Experience:

Strong computer skills, including Word and Excel.

Strong communications skills, both oral and written.

Ability to maintain confidentiality.

Research skills.

Ability to prioritize and juggle several projects simultaneously.

Position Number: 900254

Position Title: Snow Bowl Trail Crew

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Snow Bowl

Supervisor: Sean Grzyb

Description: Trail crew members will perform annual fall maintenance to ski trails and maintained glade skiing area's at the Snow Bowl.

General Responsibilities:

- Extensive hiking in rough mountain terrain.
- Working outside in all-weather conditions.
- Use of manual hand-tools including: loppers, hand saw, shovel, scythe.
- Use of motorized tools including: hand drill, weed-wacker.
- Use of hand-radio.

Knowledge, Skills and Abilities:

- Be physically able to hike for 5 hrs. straight wearing a 20 lb. pack.
- Be able to lift 40 lbs.
- Must know how to dress appropriately for outside work.
- Must be able to work independently.
- Must be able/willing to work physically hard.

Experience:

- Applicant's must have experience hiking and/or backpacking.
- Applicant's must be able to work with others as an effective crew/team.
- Skiing/Snowboarding experience not required.

Other:

- Trail crew members supply their own work clothing and food including: Durable all-weather clothing/layers, hiking/work boots, backpack, water bottles, work gloves.
- All tools provided.
- PPE including chaps, helmet, ear/eye protection provided as needed.
- This work takes place during the fall semester and includes weekend and afternoon hours.

Position Number: 900262

Position Title: Astronomy Observing Specialist

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Physics

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee acquisition and evaluation of astronomical data obtained with the 24" telescope at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include exercising proficiency with telescopes, instruments, and software packages and using these skills and techniques in conjunction with a mastery of astronomical principles of the night sky and celestial targets to obtain astronomical data for science and engineering purposes. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular, often at night, and will require motivated, independent work.

Applicants must have advanced proficiency with the principles and practices of telescopes and instruments and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for attention to detail, data quality control, and safe and responsible operation of complex precision equipment. Applicants should enjoy observing with telescopes, acquiring data, and contributing to

science and engineering projects that enhance the performance of the Observatory and the answering of scientific questions as a way of applying their knowledge about and enthusiasm for astronomy.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Position Number: 900259

Position Title: Astronomy Data Specialist

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Physics

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee calibration, processing, and analysis of astronomical data obtained with the 24" telescope at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include exercising proficiency with telescopes, instruments, and software packages and using these skills and techniques in conjunction with a mastery of astronomical principles of data processing to analyze astronomical data for science and engineering purposes. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular, occasionally at night, and will require motivated, independent work.

Applicants must have advanced proficiency with the principles and practices of astronomical data processing and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for attention to detail and data quality control. Applicants should enjoy working with and critically evaluating astronomy data and contributing to science and engineering projects that enhance the performance of the Observatory and the answering of scientific questions as a way of applying their knowledge about and enthusiasm for astronomy.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Position Number: 900269

Position Title: Astronomy History Specialist

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Physics

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee conception, development, and implementation of historical research projects and outreach displays related to astronomy and the Middlebury College Observatory atop McCardell Bicentennial Hall. Historical projects and explorations may be related to the history of Middlebury College Observatory specifically or to that of astronomy more generally. The successful applicants may be involved with research involving holdings of the College, including the Antique Scientific Instrument Collection and Special Collections and Archives, as well as more general printed and electronic astronomical history resources. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular and will require motivated, independent work.

Applicants must have advanced proficiency with historical research techniques, mastery of appropriate professional industry-standard tools to design physical and electronic exhibitions, and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for creativity in engaging and stimulating interest in astronomy. Applicants should enjoy researching, designing and creating compelling displays for outreach programs to share their knowledge about and enthusiasm for astronomy with others.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Other: (see above)

Position Number: 900267

Position Title: Astronomy Software Specialist

EDORDA: 311-2152-50200-10-214153-00000

Position Type: None

Department: Physics

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee development, testing, debugging, and implementation of data processing software for astronomical data obtained with the 24" telescope at Middlebury College Observatory atop McCardell Bicentennial Hall. Duties will include exercising proficiency with telescopes, instruments, and software packages and using these skills and techniques in conjunction with a mastery of astronomical principles of data processing to automate, streamline, and improve software for astronomical data obtained for science and engineering purposes. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular, occasionally at night, and will require motivated, independent work.

Applicants must have advanced proficiency with the principles and practices of scientific computing and programming and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for attention to detail and software quality control. Applicants should enjoy working with and critically evaluating software code for science and engineering projects that enhance the performance of the Observatory and the answering of scientific questions as a way of applying their knowledge about and enthusiasm for astronomy.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Position Number: 900272

Position Title: Astronomy Environment Specialist

EDORDA: 311-2118-50200-10-000000-00000

Position Type: None

Department: Physics

Supervisor: Jonathan Kemp

Description: This position is only open to Middlebury students, is available for both the academic year and the summer, and is accepting online applications. Questions regarding this posting can be directed to Jonathan Kemp at

jkemp@middlebury.edu and students are encouraged to reach out before applying.

General Responsibilities:

The successful applicants will manage and oversee studies of the impact of the local environment upon activities related to astronomy and the Middlebury College Observatory atop McCardell Bicentennial Hall. The focus will be on light pollution but could include other environmental factors as well. Duties will include obtaining data, performing research, evaluating natural and human causes, and investigating and proposing mitigation or improvement recommendations. The successful applicant may utilize other environmental and sustainability resources of the College or the local community. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular, occasionally at night, and will require motivated, independent work.

Applicants must have advanced proficiency with environmental and sustainability issues and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant. Applicants will be responsible for initiative in investigating and researching environmental impacts of society. Applicants should enjoy critically evaluating environmental issues for the purposes of making improvements as a way of applying their knowledge about and enthusiasm for astronomy.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Position Number: 900275

Position Title: Geology Student Driver

EDORDA: #N/A

Position Type: #N/A

Department: Geology

Supervisor: Tom Manley

Description: This job is for a 12-person van driver for the Introduction to Oceanography (Geology Department-Bicentennial Hall) Monday afternoon lab group. The duration of this position will be from the first day of classes to the first or second Monday in November, once a week on Monday. You would have to pick up the van at the service building and be ready to pick up the students in the lab at the Bicentennial Hall circle entrance from 12:15 to 12:30. The van must leave promptly at 12:32 to Point Bay Marina which is ~30 minutes north of the college just off Route 7 N. The lab will end at ~3:30 PM and students will then depart for Middlebury college to be back ~4:15 PM. If you like, you would also be more than welcome to come along on college's research vessel for the duration of the lab. That would be the extent of the job. Basically, drive the students up to point Bay Marina at 12:30 and have them back at the college circa 4:15 p.m.

General Responsibilities: None other than what was mentioned above

Knowledge, Skills and Abilities: Must have a 12-person Middlebury college van license

Position Number:

Position Title: 900276

EDORDA: 314-6103-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900276

Position Title: Summer MiddSafe Advocate

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Dean of Students

Supervisor: Emily Wagner

Description: Summer advocates will provide crisis intervention, information and referral, and ongoing advocacy to students affected by sexual assault, dating violence, domestic violence, and stalking as requested by the students. When not supporting students, summer advocates will: provide

administrative support for the program office; build upon the existing program resources; review program data; assist with developing advocate trainings and corresponding curricula; and, support their direct supervisor with other duties as assigned. Advocates must be amenable to continued professional development and cross-training opportunities.

RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Assist students requesting advocacy services during assigned shifts by assessing the safety needs of the student(s) and providing immediate safety planning as necessary.
- o Depending upon the remaining immediate needs of the student(s), the advocate will:
 - ☐ provide crisis intervention
 - ☐ provide information and referral
 - ☐ engage campus and community resources as requested
- Provide technical assistance in-person or via phone to other summer advocates and/or Middlebury Schools and Programs faculty and staff requesting services. This includes any skills building, problem solving, and/or referral-based assistance requested.
- Assist in the review and development of MiddSafe trainings including on-campus, regional and statewide, or via online learning platforms. Topics to include, but not limited to, hotline crisis intervention, safety planning, relationship violence and technology, and empathic listening.
- Assist in the review and editing of current and applicable program resources and information including print materials, program web presence, and social media strategies.
- Research and review materials related to advocacy program functions and responsibilities.

POSITION SUMMARY

Summer advocates will provide crisis intervention, information and referral, and ongoing advocacy to students affected by sexual assault, dating violence, domestic violence, and stalking as requested by the students. When not supporting students, summer advocates will: provide administrative support for the program office; build upon the existing program resources; review program data; assist with developing advocate trainings and corresponding curricula; and, support their direct supervisor with other duties as assigned. Advocates must be amenable to continued professional development and cross-training opportunities.

RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Assist students requesting advocacy services during assigned shifts by assessing the safety needs of the student(s) and providing immediate safety planning as necessary.
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☑ provide crisis intervention

☑ provide information and referral

☑ engage campus and community resources as requested

- Provide technical assistance in-person or via phone to other summer advocates and/or Middlebury Schools and Programs faculty and staff requesting services. This includes any skills building, problem solving, and/or referral-based assistance requested.
- Assist in the review and development of MiddSafe trainings including on-campus, regional and statewide, or via online learning platforms. Topics to include, but not limited to, hotline crisis intervention, safety planning, relationship violence and technology, and empathic listening.
- Assist in the review and editing of current and applicable program resources and information including print materials, program web presence, and social media strategies.
- Research and review materials related to advocacy program functions and responsibilities.
- Analyze data including, but not limited to, reports generated from call and contact accounting procedures.

GENERAL RESPONSIBILITIES

- Frequently communicate with program contacts and campus and community partners, who have inquiries, require assistance, or are contributing to program assets. Advocates must be able to exchange accurate information in these situations.
- Assist the program office (Health and Wellness Education) with administrative support including, but not limited to, updating training materials, proofing materials such as curricula and/or awareness materials, and performing general office task for wellness programs, initiatives, and media.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION

- Completion of a Vermont-based confidential rape crisis worker training (in accordance with Vermont state law) for the required number of hours within the last three years from date of application
- Active work as, and having received supervision as a confidential rape crisis worker in the state of Vermont within the last three years from the date of application
- Demonstrated additional professional development in advocacy after completion of a Vermont-based confidential rape crisis worker training

KNOWLEDGE, SKILLS, ABILITIES

- Excellent command / highly proficient in spoken and written English (CEF proficient user C1 equivalent)
- Excellent interpersonal, oral, and written communication skills

- Computer literacy
- Demonstrated ability to manage multiple projects/tasks and to work collaboratively
- Extensive knowledge of the dynamics of sexual and relationship violence (including but not limited to sexual assault, dating violence, domestic violence, and stalking)
- Comprehensive understanding of the services and programs of Middlebury College, Addison County, the state of Vermont, and national resources related to sexual and relationship violence
- Appropriate and effective intervention skills in order to effectively assist persons in crisis
- Strong ability to discern between complex priorities and make appropriate decisions and consultations, when necessary, during a crisis

EXPERIENCE

- Demonstrated cultural competency and willingness to support diverse communities.
- Demonstrated history of successful hotline-based (or on-demand) and in-person advocacy on behalf of survivors of sexual and relationship violence.

PHYSICAL DEMANDS

- Regularly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Regularly operates a handheld smartphone with touchscreen.
- Must be able to remain in a stationary position 50%-75% of the time.
- Will need to occasionally move about inside the office to access file cabinets, office machinery, etc. and across campus to access resources and personnel in other buildings.
- May require limited and infrequent in-state trips; however, work may include meetings and/or trips that are assigned with minimal notice.
- During deadlines or the provision of on-call advocacy services, the work environment may become stressful

Position Number: 900386

Position Title: DLINQ Lead Intern/Peer Mentor

EDORDA: #N/A

Position Type: #N/A

Department: Provost

Supervisor: Amy Collier

Description: DLINQ's Lead Intern / Peer Mentors play a special role in DLINQ's student engagement program, by providing needed feedback, guidance, and mentoring capabilities. These Lead Intern / Peer Mentors are selected because of their leadership potential and their experience as DLINQ Interns in the past.

Under supervision of an assigned DLINQ staff member, DLINQ Lead Intern / Peer Mentors balance their time between:

Lab management/consultations: This involves co-managing the resources and physical spaces in the Wilson Media Lab and providing peer-to-peer consultations to other students, and occasionally to staff and faculty, on topics and tools on which they have demonstrated interest and expertise (e.g., multimedia production, web tools, emerging technologies, effective use of software). DLINQ Lead Intern / Peer Mentors, when working in the Wilson Media Lab, will provide thoughtful and responsive support to the Middlebury community by taking in-person and virtual appointments, helping drop-in visitors, facilitating workshops (when requested by their supervisor), and managing our collaborative spaces and technologies.

In addition, Lead Intern / Peer Mentors oversee the lab schedule, ensuring that all "open shifts" are covered and that the lab is operating successfully. This includes being the primary and first point of contact for DLINQ Interns who need to adjust their schedules, and notifying the DLINQ Leadership Team of changes that could impact the operation of the lab.

DLINQ Lead Intern / Peer Mentors will also consult with DLINQ Interns, other students, and faculty. DLINQ's consultation-based appointment system for staff and student employees will include the following areas:

- >Digital Pedagogy & Instructional Tools: Course site design, flipped instruction, digital tools for teaching
- >Digital Web Presence & Identity: Creating professional/academic websites, digital portfolios
- >Presentation & Graphic Design: Design presentations, reports, CVs, fliers, banners, posters
- >Multimedia Production: Audio recording, podcasting, video editing, screencasting, digital storytelling
- >Emerging Technology Exploration: Virtual reality tools, new media

DLINQ Projects: DLINQ Lead Intern / Peer Mentors will contribute to the development of specific DLINQ projects and initiatives, and provide expertise and support to help DLINQ projects (and related faculty, staff, and students) to succeed. Projects are assigned by DLINQ supervisors based on Interns' expertise, interest, or professional/academic development goals.

Lead Intern / Peer Mentors have an added responsibility associated with projects, which is to maintain a global view of DLINQ projects that involve DLINQ Interns to ensure that projects are moving forward and that projects have appropriate resources.

Additional Supervision/Management responsibilities: DLINQ Lead Intern / Peer Mentors provide a "first line" of management and leadership over the DLINQ Intern program. As such, they are expected to communicate regularly (through Slack mostly) with Interns to provide updates and helpful information, answer questions, and celebrate team successes. They will provide feedback and guidance to other Interns to help them be productive and meet internship expectations. They will communicate with the

Leadership Team about any issues that arise and help identify and plan additional training and learning opportunities for DLINQ Interns, as needed.

General Responsibilities:

The mission of the Office of Digital Learning & Inquiry (DLINQ) is to explore and create digital practices and spaces that advance the transformative potential of education in students' lives, and to advance digital fluency and critical engagement with the digital at Middlebury.

Student employees play a key role in the Office of Digital Learning & Inquiry's (DLINQ) student engagement program which centers student learning that, as an extension of the mission and reach of our office, applies equally to and serves to unify and connect students across Middlebury programs. As such, DLINQ Interns are actively engaged with DLINQ staff, project partners, and one another as peer mentors in ways that engage their curiosity, advance and prioritize their learning, and foster their sense of cross-institutional community.

Knowledge, Skills and Abilities:

The DLINQ Lead Intern / Peer Mentor position requires a technical orientation that is creative, curious, and critical, and it also requires leadership potential and reliability. The position requires a troubleshooting aptitude and willingness to investigate problems and work through viable solutions autonomously, and the ability to partner with faculty, staff, and other students to move projects forward and to learn new things.

We expect strong verbal and written communication skills, and proven strength in collaboration and working in team-based environments. Candidates must be self-motivated, interested in continuing on their own learning curve, and work well with and without supervision. An ability to take initiative, be a creative problem solver, and possess a high level of adaptability is required. Regular attendance at mandatory weekly meetings is expected as is contribution to topics discussed at the meeting. Interns will often be called upon to complete professional presentations of services and tools in the Wilson Media Lab.

Experience: No specific technical experience or work experience is required

Position Number:

Position Title: 900100

EDORDA: 311-2902-50200-10-110025-13906

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900387

Position Title: Research Assistant- Winslett

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Political Science

Supervisor: Gary Winslett

Description: Essential Functions:

Newspaper compilation with Nexis Uni.

Semi-independent research gathering.

Photocopying.

General Responsibilities:

I am working on a book project on the relationship between the U.S. government and the five big tech companies (Facebook, Apple, Amazon, Microsoft, and Google). The chapter that I'm working on is about these companies place in U.S. foreign economic policy. The research assistant will be asked to use Nexis Uni to compile and organize newspaper articles related to this topic. The assistant will also occasionally be asked to do some light administrative work such as scanning book chapters, etc.

Knowledge, Skills and Abilities:

Enthusiasm, curiosity, and professionalism. If you have those, I can teach you the rest.

Experience:

If you are a political science and computer science double-major or majoring in one and minoring in the other, that is a plus. If not, you should still consider applying because that isn't essential.

Review of applications for this position will begin on September 7th.

Position Number: 900389

Position Title: SSL Waste Fellow

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Environmental Studies

Supervisor: Eva Fillion

Description: Essential Functions:

The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall! Students who have participated in the SSL in the past may apply to be Fellows. Fellows play a more managerial role and help oversee projects in their subject area. Internships are for students who have not been a part of the SSL before and are looking to increase their impact on sustainability at Middlebury. Fellows and interns will work closely together and with OSI staff so strong teamwork is a must!

General Responsibilities:

Students working on waste issues through the SSL will explore ways to decrease waste on campus through sustainable procurement of supplies and products, better sorting practices, helping Facilities with the end of year move-out process and moving Middlebury towards a goal of zero waste. Fellow will work with OSI staff and SSL Interns to conduct research, create recommendations and implement outreach programs as well as help oversee and train Interns.

Knowledge, Skills and Abilities: Fellows must have previous participation in the SSL.

Position Number: 901527

Position Title: SSL Energy Fellow

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Environmental Studies

Supervisor: Eva Fillion

Description: Essential Functions:

The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall! Students who have participated in the SSL in the past may apply to be Fellows. Fellows play a more managerial role and help oversee projects in their subject area. Internships are for students who have not been a part of the SSL before and are looking to increase their impact on sustainability at Middlebury. Fellows and interns will work closely together and with OSI staff so strong teamwork is a must!

General Responsibilities:

SSL Fellow working on energy will primarily research and begin to implement ways to use energy more efficiently on campus. Based on recommendations from the SSL 2018 Winter Term interns, Middlebury is hoping to create a goal of using 100% renewable energy by 2026 and the SSL Interns this fall will play an integral role in planning for this goal. Fellow will also assist in overseeing and training interns.

Knowledge, Skills and Abilities: Previous participation in SSL required.

Experience: Previous participation in SSL required.

Position Number: 901528

Position Title: SSL Transportation Fellow

EDORDA: 314-1304-50200-10-000000-10533

Position Type: None

Department: Environmental Studies

Supervisor: Eva Fillion

Description: Essential Functions:

The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall! Students who have participated in the SSL in the past may apply to be Fellows. Fellows play a more managerial role and help oversee projects in their subject area. Internships are for students who have not been a part of the SSL before and are looking to increase their impact on sustainability at Middlebury. Fellows and interns will work closely together and with OSI staff so strong teamwork is a must!

General Responsibilities:

Students working on transportation issues through the SSL will support sustainable transportation efforts on campus. Specifically, interns will manage the MiddKid Challenge, a collaboration with Addison County Transit Resources (ACTR) that encourages campus members to ride the local bus. Managing this program involves maintaining contact with ACTR and overseeing outreach. SSL transportation interns will also research ways to green the campus fleet of vehicles in order to reduce our carbon footprint. Fellow will assist in overseeing and training interns, as well as assist in managing programs.

Knowledge, Skills and Abilities: Prior participation in the SSL is necessary.

Experience: Prior participation in the SSL is necessary.

Position Number: 901631

Position Title: Well-Being Class Instructor

EDORDA: 311-2503-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Barbara McCall

Description: Essential Functions:

- instruct students in area of expertise in order to increase their fitness and personal health, in both body and mind

- plan lessons, instruct all abilities from beginners through to experienced users, and be able to adapt your knowledge to suit individual clients who might be still in class

- monitor students with attention to form and safety

General Responsibilities:

- arrive 15 minute before class to set up space

- collect drop-in fees (as requested/deemed applicable by supervisor) in a timely manner

- lock up all equipment and clean up after class

Knowledge, Skills and Abilities:

- proof of certification in area of expertise

- ongoing education related to area of expertise

- group facilitation skills

Experience:

- certification in area of expertise

- demonstrated experience teaching area of expertise

Position Number: 901638

Position Title: MiddCORE Data and Tech Intern

EDORDA: 311-2505-50200-10-211273-00000

Position Type: None

Department: Creativity & Innovation

Supervisor: Edward Renshler

Description: Essential Functions:

Join the MiddCORE team, and take part in a creative, fast-paced, collaborative work environment! We are looking for an intern to support MiddCORE's data management and technology efforts. Primary responsibilities include generating spreadsheet files; populating and maintaining valid data; analyzing such data; and finding better ways to connect with prospective students, mentors, and MiddCORE alumni. We are looking for team players who also have the ability to work independently, and someone who is flexible and open to engaging in a wide range of tasks.

General Responsibilities:

General responsibilities include data entry; validating such information; assist in formulating and implementing strategies to reach and engage prospective students, mentors, and MiddCORE alumni.

Interns will also be asked to identify ways to improve the efficiency and effectiveness of MiddCORE operations and delivery of MiddCORE offerings and materials for the J-Term and Summer Programs.

Knowledge, Skills and Abilities:

Excellent communication skills

Works independently

Attention to detail

Strong organizational skills

Experience with spreadsheet, statistical, and productivity applications

A willingness to learn more about customer relationship management (CRM) and learning management systems (LMS)

Being persuasive, being professional, and being a good ambassador for MiddCORE

Experience:

Prospective intern has completed MiddCORE and has a familiarity with the offerings for the Center for Creativity, Innovation, and Social Entrepreneurship.

Other:

Hours are dependent on the workload, but will average around 10 plus hours per week.

Position Number: 901637

Position Title: CCE Special Purpose Driver

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Liz Cleveland

Description: Essential Functions:

The Center for Community Engagement seeks a student driver to help long-time College friend, Butch Varno. Butch is an elderly community member with cerebral palsy. This position would be part-time, occasional shifts with dates for driving to be planned/scheduled in advance.

Middlebury College has celebrated over 50 years of students (individuals along with the football and basketball teams, particularly) enjoying a special relationship with Butch. To learn more about the tradition of "Picking Up Butch," please follow this link:

<http://www.middlebury.edu/studentlife/communityengagement/organizations>

General Responsibilities:

- Must be available to drive Butch Varno and possibly others to events and destinations and spend time providing support during these outings.
- Must be eligible to attend the Middlebury College Defensive Driving training course for MiddRIDES and successfully complete the driving orientation in order to obtain a Middlebury College driver's license.
- Work closely with the Director of Community Engagement and the Athletics CCE Liaison to plan and coordinate rides.
- As a representative of the Middlebury College CCE, communicate promptly and professionally with Butch and with area partners and care providers in-person, by email, and on the phone.
- Communicate with CCE staff and with other departments on- and off-campus, among others, Public Safety and MiddRIDes, the Football and Men's Basketball teams, and the Counseling Service of Addison County.
- This position is part-time, occasional shifts during Fall, Winter, and Spring semesters.
- Willingness to value relationship, partnership, and collaboration with local partners as a first principal.
- Drive passenger van on campus; record trip origins, destinations and number of passengers transported; operate a hand-held radio.

Knowledge, Skills and Abilities:

- Previous experience working with adults with disability and person-first language strongly recommended.
- Good driving skills; must have possessed a valid state driver's license for a period of 3 years.
- Able to be persistent in working to arrange logistical matters.

Experience:

- Able to maintain calm under pressure and reach out proactively as challenges arise.

Position Number: 901649

Position Title: Hannaford Career Center Tech Intern

EDORDA: 311-1106-50200-10-000000-14671

Position Type: None

Department: Creativity & Innovation

Supervisor: Erin Southworth

Description: Gain hands-on experience while supporting education in our community through a paid internship at the Patricia A. Hannaford Career Center (www.hannafordcareercenter.org) in Middlebury, supported by the Middlebury Fund For Innovation. As an intern, you will work with a teacher at the Center, assisting with classroom projects and instruction along with outreach activities for members of

the broader community. Eligible areas include any of the Center's programs, including Addison Repertory Theater (AM Tech; PM Performance), Automotive Technology, Diesel Power Technology, Engineering & Architecture Design (AM), Culinary Arts, Design & Illustration (PM), Human Services/Early Childhood Education, Industrial Design & Fabrication (PM), Makerspace (Afternoon & Evening), Medical Professions, Natural Resource Management, and Sustainable Agriculture (PM). The position is 10 hours per week, fully paid at Middlebury College's Level B student rate, \$10.82 per hour, and includes funds that can be used to defray transportation costs as well as for equipment and supplies in support of collaborative projects.

There are a limited number of positions available. Candidates should submit a resume and brief cover letter explaining their specific interest in the Career Center program selected and their educational goals and anticipated learning outcomes for the internship; applications will be considered on a rolling basis until positions are filled. Note: This position is for the entire academic year, but we will consider students who can only work during the fall or spring semester.

Morning program offerings are scheduled between 8:45 and 10:45 at Main Campus (51 Charles Ave., adjacent to Middlebury Union High School) and 9:00 to 11:00 at North Campus (Mainelli Road, off Exchange Street). Afternoon programs are scheduled between 12:10 and 2:10 at Main Campus and 12:20 and 2:20 at North Campus.

The program is advised by Dave Cole '92, machinist and owner of Mechanical Advantage LLC, a Middlebury mechanical engineering and design firm specializing in medical devices, and Noah Graham, Professor of Physics; please contact them (mechanicole@gmail.com, ngraham@middlebury.edu) with questions about the program

Position Number: 901657

Position Title: JusTalks Peer Education Facilitator

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Renee Wells

Description: Essential Functions:

Develops curricula for peer education workshops

Facilitates peer education workshops

Participates in ongoing learning related to facilitation

General Responsibilities:

Curriculum Development

JusTalks Peer Education Facilitators develop curricula for peer education workshops, which includes determining learning outcomes for students, designing interactive small-group activities, mapping out facilitated discussion questions, and sequencing content for flow and effectiveness.

Workshop Facilitation

JusTalks Peer Education Facilitators lead peer education workshops, which includes framing the learning environment and establishing expectations for how students will engage with each other in the space, posing discussion questions and guiding the conversation towards the intended learning outcomes, and responding to conflict/tension/disagreement/discomfort that arises using strategies to promote critical self-reflection and perspective taking.

Skill Building for Facilitation

JusTalks Peer Education Facilitators participate in bimonthly skill development training sessions designed to help them enhance their ability to lead peer education workshops, which involves reading assigned texts, engaging in role playing activities, and debriefing challenging moments they have encountered in workshops.

Knowledge, Skills and Abilities:

Nuanced understanding of systems of oppression (racism, classism, ableism, heterosexism, etc.)

Nuanced understanding of the interpersonal, institutional and cultural barriers experienced by members of historically underrepresented communities

Critical awareness of facilitation techniques in order to develop effective interactive learning activities for students

Ability to recognize and respond effectively to conflict/tension/disagreement/discomfort that arises during peer education workshops

Ability to develop learning outcomes for students, design interactive learning activities, and sequence educational content

Experience: Applicants must have previously completed the J-Term JusTalks course

General Responsibilities:

- Recruiting students to participate in the J-term class by word of mouth, hosting informational sessions, flyering, and 1:1 conversations
- Reviewing applications of those who apply to be a facilitator
- Acting as a liaison between the organizing committee and the J-term class
- Assisting in coordinating the planning and logistics of the J-term events for first-years
- Managing first year student registration and sign ups with guidance and assistance from advisers
- Contributing to ideas and implementation of program assessment

- Meeting bi-weekly or as needed with campus administrators and partners to discuss progress and access resources/support

Knowledge, Skills and Abilities:

- Passion for social justice
- Knowledge of college systems and ability to work closely with students, staff and administrators
- Ability to stay organized
- Self motivated and able to work on a team
- Willingness to learn more about issues of equity, inclusion, personal identities and privilege

Experience:

Previous experience as a JusTalks facilitator is helpful but not required

Position Number: 901655

Position Title: Mens Soccer Game Day Staff

EDORDA: #N/A

Position Type: #N/A

Department: Athletics

Supervisor: Greg Conrad

Description: Essential Functions: - Active - Can Work in hectic Game Day Environments Roles may vary based on need, including and up to Game Ball management, clock operations and timekeeping. General Responsibilities: - Managing the Game Balls - Making sure Balls are readily available/retrieved. -Attention to gameplay and accurate operation of game clock Knowledge, Skills and Abilities: -General familiarity with the game of soccer Experience: - No experience necessary

Position Number:

Position Title: 901656

EDORDA: 311-2902-50200-10-110025-11185

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901656

Position Title: Research Asst. Herdman

EDORDA: 312-4201-50200-10-530227-00000

Position Type: Single incumbent

Department: Physics

Supervisor: Christopher Herdman

Description: Essential Functions: Develop python code for simulations of models of quantum systems.

General Responsibilities:

Deploy simulations on Linux workstations. Perform analysis of data and plot results.

Knowledge, Skills and Abilities:

Ability to code in python, Mathematica, and use Linux. Background in quantum physics and linear algebra.

Experience: Previous work using numerical simulations of physical systems.

Position Number: 901674

Position Title: Animation Research Asst.

EDORDA: #N/A

Position Type: #N/A

Department: Film and Media Culture

Supervisor: Jessica Varnum

Description: The primary responsibility of the CNS Research Assistant (Animation), working under the direction of experts at the James Martin Center for Nonproliferation Studies, is to produce technically demanding science-based animations on nuclear, chemical, and biological weapons and their delivery systems. The RA will be based in Vermont, and will work out of Middlebury's Animation Lab. The RA should be skilled at translating grantor requests into animation products under very general direction, being largely self-motivated. The RA will liaise with the Middlebury Animation Lab to advise CNS on areas for possible future collaboration between CNS and the Animation Lab. The RA should also be comfortable presenting his/her work, and teaching animation best practices to others, and may be asked to conduct local or VC training of other students and CNS staff.

General Responsibilities:

- Produce technically demanding science-based animations for use by CNS in its grant deliverables and classroom teaching
- Apply to present animations at Middlebury symposia, and possibly other conferences, in an effort to increase the profile of the CNS-Middlebury animation collaboration
- Liaise with the Middlebury Animation Lab in order to advise CNS on possible areas for future collaboration.
- As requested, train other students and/or CNS staff on animation best practices

Knowledge, Skills and Abilities:

- Advanced proficiency with Blender
- Advanced proficiency with Adobe Illustrator and Adobe Premiere
- Proficiency with R, or other data analysis experience

Experience:

- At least 1 year experience creating science-based animations
- At least 1 year work study experience related to animation
- At least 3 years undergraduate coursework, preferably including both animation and science classes

Other:

- Some previous experience studying or working on nonproliferation topics desirable.

Position Number: 901678

Position Title: Website Content Manager

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department: Human Resources (Middlebury)

Supervisor: Corinna Noelke

Description: Essential Functions:

Puts content (pdf, video, some writing) on the Green Mountain Higher Education Consortium's website. Website is in wordpress.

General Responsibilities:

Put training content and other information on www.gmhec.org.

Test links on website to make sure they are up-to-date.

Add mailing list to website. Write instructions for other users to do same work.

Some administrative tasks.

Knowledge, Skills and Abilities: Be reliable. Ready to learn, Ready to work, ready to have some fun.

Experience: Ideally some website experience. WordPress preferred.

Other:

Need this position filled right away for the next 4 weeks. Ideally 10-15 hours / week. Need to meet once/week with supervisor - rest of work can be done wherever.

Be part of exciting Project Ensemble team which is getting Middlebury College, Champlain College and Saint Michael's College ready to launch new software for Advancement and Finance.

Position Number: 900588

Position Title: ITS Summer Computer Consultant & Liaison

EDORDA: 311-1201-50200-10-301117-00000

Position Type: None

Department: Information Technology Svcs.

Supervisor: Joseph Durante

Description: Key Responsibilities

- Staffs the Helpdesk Walk-In Center and Call Center in addition to working with the Managed Devices group and Media Services group as needed throughout the Language Schools and other summer programs.
- Maintains fluency with standard hardware, software and network configurations in use at the College.
- Provides support for classroom technology and Middlebury events and screenings with a high level of customer service and customer satisfaction.
- Assists in the deployment of computers and peripherals on campus for faculty, staff and lab locations. Troubleshoots technology issues and working with customers on campus for solutions.
- Promptly and reliably receives and acknowledges requests for technical support from faculty, staff and students, ensuring compliance with SLAs. It is expected that a majority of issues will be resolved on first contact.
- Researches issues that are not resolved on first contact using the knowledgebase and web resources. Fully documents unresolved issues and escalates them properly.
- 35 hour a week work commitment throughout the summer. Weekend and evening work required.

- Must attend intensive training before Language Schools. All specialized skills and help resources will be covered in depth.

Desirable Skills

- Networking
 - o Understanding of the Campus network infrastructure with the ability to understand network issues, intranet, servers.
 - o Familiarity with the World Wide Web; ability to use various software packages and support web development and questions
- Computer Hardware:
 - o Troubleshooting, consumer support, a basic understanding of the mechanics of a computer, current knowledge of the industry products and releases
 - o Lab maintenance as necessary – troubleshooting printing issues, supplies, and ensure workability of equipment in all ways.
- Software:
 - o Mac and Windows applications and operating systems
 - o Word processing, spreadsheets, databases
 - o Web browsers
- AV Technology:
 - o Proficient in basic classroom AV troubleshooting and support
- Communications:
 - o High level of communication skills
 - o High level of customer service
 - o Ability to provide computing support over the telephone
 - o Facilitate instruction sessions
 - o Work with the public
 - o Work as a member of a team.

General Requirements

Consultants need some level of technical knowledge as well as the ability to seek information from others as part of a collaborative team. Additionally, they need to be motivated, punctual, and maintain composure under pressure. Consultants will provide support for information technology services that are reliable, secure and able to provide end-users with the critical information and applications needed to support teaching, learning, research, and the operations of the Middlebury enterprise.

Physical Demands:

- Regularly required to, stand, sit; talk, hear, and use hands and fingers to operate diverse technologies.
- Requires occasional bending, crouching and reaching to install and test equipment.
- Close vision requirements due to work with diverse technologies.
- Must be able to lift and carry heavy, in excess of 60 lbs, equipment up or down several flights of stairs occasionally.
- Must be able to push and pull up to 75 lbs frequently.

Position Number: 901687

Position Title: Podcast Producer ELP

EDORDA: 311-2118-50200-10-530192-00000

Position Type: None

Department: Political Science

Supervisor: Sarah Stroup

Description: Essential Functions:

The Engaged Listening Project (ELP) is seeking a producer for its original podcast, currently in the developmental stage. The ideal candidate would be supportive of the mission: to work in and out of the classroom to create the conditions under which we listen to one another, consider a wide range of perspectives, and generate productive disagreements. You can learn more at go/elp. The position will begin in late March/early April.

General Responsibilities:

Responsibilities will include:

- Basic media management
- Transcribing interview recordings
- Editing rough cuts of interviews, pulling "selects" for review by the team
- Participating in project meetings and editorial discussions
- Working with the editorial advisor and host to structure episodes and the series at large.

Knowledge, Skills and Abilities:

The ideal candidate would also be an avid podcast listener and have a familiarity with a variety of podcast formats (i.e. interview, narrative, news etc.).

Experience:

Podcast production experience a plus, but not required. We can train the right candidate on the production element of the job. (5-10 hours/week).

Position Number: 900572

Position Title: Summer Research Assistant

EDORDA: 311-2902-50200-10-110025-11319

Position Type: Single incumbent

Department: Ctr Teaching/Learning/Research

Supervisor: Varies

Description: General Information for Summer Research Assistants-

A Summer Research Assistant is a position with a faculty member that conforms to the Research Assistant Policies. Each summer has its own STIPEND rate (typically a bit higher than the Level B wage).

On-campus housing (80\$ per week) and an optional dining plan is available at on a first come-first served basis, for most weeks of the summer session, to all SRAs who submit the following paperwork by the April deadline: need to submit SEO's summer employment agreement.

Over the Summer campus is primarily utilized by the language school programs. Many undergraduate college faculty, staff, programs and amenities available during the academic year are unavailable or closed during the summer. This includes most of the student life support services, such as the Parton Health Center. SRAs do not have enrolled student status during the summer and may also find building access and other privileges restricted.

Position Number: 901692

Position Title: CSCI Research Asst. Grant

EDORDA: 311-2110-50200-10-510037-00000

Position Type: Single incumbent

Department: Computer Science

Supervisor: Jason Grant

Description: Essential Functions:

Students will work in areas of active faculty research, including fields related to computer vision, biometrics, and supervised classification. Additional tasks may include creating an annotating datasets and performing human subject tests to correlate the results of computer output to human performance.

General Responsibilities: Software development, data analysis and/or visualization, technical writing.

Knowledge, Skills and Abilities:

Prior programming experience (Python, Java, C++, R), technical reading, analytical and reasoning skills, innovative. Should be detail oriented and comfortable working on open-ended problems.

Experience:

No previous work experience is required, but one should have some experience in a programming language.

Position Number: 901701

Position Title: Bio Lab Asst. Spatafora

EDORDA: 311-6101-50200-10-000000-00000

Position Type: None

Department: Biology

Supervisor: Grace Spatafora

Description: The person hired into this position will be responsible for washing and sterilizing laboratory glassware, processing biohazardous materials, preparing common stock solutions and simple bacteriological media, receiving and stocking supplies orders, and assisting students in maintaining a clean and organized laboratory environment.

General Responsibilities:

The qualified applicant must be reliable, well-organized, eager to learn, and able to work with attention paid to fine detail. An ability to work with integrity both independently and as a team member is essential. Someone with an interest in the biological sciences is preferred.

Knowledge, Skills and Abilities:

Must be able to lift/maneuver up to 20lbs. Knowledge of basic math skills is a plus!

Experience: None necessary.

Other:

The person hired into this position will be invited/encouraged to attend regular lab meetings on Wednesdays during the lunch hour (12:30 -1:20pm).

Position Number: 901700

Position Title: Middlebury Panther Mascot

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Dean of Students

Supervisor: Velerie Nettleton

Description: Essential Functions:

The Middlebury Panther Mascot is a symbol of school spirit at the College that aims to brighten the days of people on campus. As such, we are seeking students who want to make Middlebury a better place through intentional displays of positivity.

General Responsibilities:

- Attend various College events such as, but not limited to; new student move in, fall family weekend, homecoming, various sporting events, student life events, Winter Carnival, Preview Days.
- Attend events in a timely fashion and commit to agree upon hours for each event.
- Lead the charge of school spirit through animated gestures and friendly interactions with students, staff, faculty, alumni, and families.
- Although not required, we strongly encourage the mascot to keep their identity a secret, as it preserves the reverence of the Panther symbol.

Knowledge, Skills and Abilities:

The mascot needs to have availability in their schedule to attend various events throughout the school year. We expect the mascot to commit far in advance to large-scale events and be willing to occasionally commit on short notice to small-scale events.

Experience:

No prior experience is needed for this position. We are looking for students with a strong sense of school spirit, and preference may be given to students with past experience in performance related activities.

Other:

The Panther suit best fits individuals that are 5'6-6'0. However, anyone of any size should be able to use the panther suit effectively.

Posting the New Position: I plan to post this position right away.

Position Number: 901669

Position Title: DLINQ XR Studio Fellow

EDORDA: 311-2901-50200-10-211183-00000

Position Type: Single incumbent

Department: Provost

Supervisor: Joe Antonioli

Description: About the Office of Digital Learning & Inquiry

The mission of the Office of Digital Learning & Inquiry (DLINQ) is to explore and create digital practices and spaces that advance the transformative potential of education in students' lives, and to advance digital fluency and critical engagement with the digital at Middlebury.

Student fellows play a key role in the Office of Digital Learning & Inquiry's (DLINQ) student engagement program which centers student learning that, as an extension of the mission and reach of our office, applies equally to and serves to unify and connect students across Middlebury programs. For example, DLINQ Studio Fellows may be asked to work with partners or on projects relating to any part of Middlebury, including the Institute in Monterey, our Schools Abroad, or immersive programs like Social Impact Corps. DLINQ Studio Fellows actively engage with DLINQ staff, project partners, and one another as peer mentors in ways that engage their curiosity, advance and prioritize their learning, and foster their sense of cross-institutional community.

About the Extended Reality Studio

Fellows in the Extended Reality (XR) Studio work collaboratively on components of virtual spaces, immersive, interactive, multimedia experiences. Intra-media activities pull apart the components, examine how they work together, and re-assemble them to create interesting and informative performances, projects, activities, and hybrid learning experiences. For example a Fellow may look at the video, animation, soundtrack, and user interface of a virtual world. Inter-media activities look at how XR technologies interact in physical and other digital spaces. For instance, they may look at the relationship between a motion capture suit and a rendered avatar, or how learners might interact beyond the classroom with web content triggered by geolocation metadata. XR Studio Fellows will work collaboratively with faculty and staff to explore XR technologies in creative and critical ways, "breaking the box," while developing meaningful interactions with people, sometimes in different geographic locations, using these new medium and modes of communication.

DLINQ XR Studio Fellows responsibilities and duties include:

- Taking care of the hardware resources, software tools, and collaborative spaces that are used for XR activities. This includes, but is not limited to, the virtual reality resources in 240B of the Davis Family Library, and the motion capture suit in the Dance Department.
- Collaborating with XR Studio Members to design, plan and execute events pertaining to XR technologies.
- Facilitating peer-to-peer consultations with other students, and occasionally staff and faculty, on topics and tools related to XR technologies.
- Responding to Middlebury community with thoughtful and responsive support by taking in-person and virtual appointments and welcoming drop-in visitors.
- Writing and updating documentation for XR digital tools, environments and practices.

- Supporting or co-leading one and one or small group learning sessions (when requested by their supervisor) on topics relevant to XR.
- Contributing to the development, progress, and success of the XR Studio, as well as community partner XR projects and initiatives.

Knowledge, abilities, skills and prior experience

Studio will bring a unique set of skills to the team and have opportunities to develop new knowledge and skills. Successful fellows will be self-motivated and creative problem solvers, curious about XR tools and practices while continuing on their own learning curve, and work well with and without supervision. Though DLINQ Fellows may not possess all of these skills and areas of expertise, they may be asked to develop and deepen the following:

- familiarity with virtual, augmented, and mixed reality tools, practices and environments. Some examples may include Unity, Blender, Tilt Brush, headsets, and geolocation services like Google Earth.
- familiarity with multimedia production tools and processes including video and audio editing
- familiarity with website development, Wordpress, MiddCreate tools, and Domain of One's Own movement
- familiarity with visual presentation practices and various graphic design tools, for example the Adobe creative suite
- experience with digital collaboration tools like Google docs and communicating with tools like Zoom web conferencing, and Slack
- strong verbal and written communication skills including writing for the web
- excellent customer service and the ability to communicate clearly and patiently about complex technical issues
- ability to effectively coordinate and collaborate in geographically-dispersed and team-based environments
- ability to think creatively and critically about XR tools, practices, and environments
- taking initiative to investigate problems and work through viable solutions autonomously
- troubleshooting or researching solutions to technical issues
- adopting a partnering mindset with faculty, staff, and other students to move projects forward
- learning new technologies and developing new skills independently that benefit personal growth or the DLINQ team

Typical Schedule demands

Regular attendance at mandatory meetings is expected as is contribution and follow-up to tasks and topics discussed at the meeting. Fellows will often be called upon to complete professional presentations of services and tools in the Wilson Media Lab.

Position Number: 901704

Position Title: Humanities Fellow

EDORDA: 311-2901-50200-10-211183-00000

Position Type: Single incumbent

Department: English & American Literatures

Supervisor: Febe Armanios

Description: Two positions:

1) researching information about Humanities at Middlebury, collating data, and helping to produce graphics and text for report

2) IT: helping build website for Humanities at Middlebury

General Responsibilities: As above, and related.

Knowledge, Skills and Abilities:

For position 1): research skills; ability to work with spreadsheets; produce graphs to represent data

2) Familiarity with drupal/wordpress and other relevant digital materials

Experience: Some experience might be helpful, but not essential if the skills are in place.

Position Number: 901704

Position Title: Humanities Fellow

EDORDA: 314-1106-50200-10-000000-14671

Position Type: None

Department: English & American Literatures

Supervisor: Febe Armanios

Description: Essential Functions: The Humanities Fellow will work closely with the co-Director of the Axinn Center for the Humanities and with the Center's Coordinator in a variety of organizing, planning, clerical, and technically-oriented tasks to help advance the Center's critical operations and mission. Applicants are encouraged to become familiar with the Center's mission from the College website before applying. Hours Per Week: 6 General Responsibilities: Assist co-Director of the Axinn Center for the Humanities with documenting and photographing activities of Public Humanities Labs courses, preparing different content for publicity, engaging with social media, updating the website, cataloguing critical information using basic tables and spreadsheets, organizing faculty workshops, among other responsibilities. Fellow must be able to work independently and to

regularly report/share their progress as needed. Work will continue for the academic year, including during J-term. Knowledge, Skills and Abilities: Word Excel (basic) Social Media platforms: esp. Twitter, Instagram Interest and some skills in photography (including Photoshop) are a plus Independent and creative Experience: Multi-tasking; quick responsiveness to deadlines Experience with social media Experience in organizing information in an accessible format

Position Number: 901705

Position Title: Equity and Inclusion Research Assistant

EDORDA: 314-3342-50200-10-000000-00000

Position Type: None

Department: Inst'l Planning & Diversity

Supervisor: Renee Wells

Description: General Responsibilities:

Managing ongoing research projects related to diversity education

Reviewing, analyzing, and compiling resources that can be used for equity and inclusion education

Entering workshop assessment data into Qualtrics

Knowledge, Skills and Abilities:

Research skills

Data collection and analysis

Data entry

Ability to work with spreadsheets

Editing and report writing

Ability to work independently

Experience: Experience carrying out online and library-based research

Other: Commitment to equity and inclusion

Position Number: 901715

Position Title: Custodial Helper

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Facilities Services

Supervisor: Melissa Beckwith

Description: Cleans and maintains buildings, sets equipment for events, staffs events

Flexible shifts available between the hours of 4 am – 10:30 pm, 7 days per week'

Essential Functions

- Cleans and disinfects bathrooms and kitchens; restocks supplies.
- Vacuums, dust mops and wet mops floors, and spot washes walls. Dusts or vacuums furniture.
- Arranges classroom furniture, cleans chalkboards & whiteboards, restocks chalk, markers and erasers.
- Cleans entrances and elevators. Sweeps outside steps and polices the outside perimeter of the building.
- Collects and removes all trash.
- Arranges furniture in social spaces/lounges.
- Keeps records and makes reports.
- Prepares daily work order log.
- Interacts appropriately with the customer.
- Identifies damage and missing items from assigned areas and reports to such to team liaison or supervisor.
- Supports the College's Recycling program.
- Works cooperatively with others and accepts direction from team leaders and supervisors.
- Performs all duties in a safe and professional manner and in accordance with established departmental practices and procedures.

General Responsibilities:

- Operates and maintains equipment such as auto scrubbers, sweepers and shampoers.
- Washes windows.
- Responsible for cleaning up any blood spills/accidents using proper procedures.
- Inspects fire extinguishers on a monthly basis.
- Supervises small groups of students as requested.
- Sets up and removes furniture and equipment for special events.

- Performs other duties as assigned to assist the department in obtaining and maintaining its mission.

Knowledge, Skills and Abilities:

- Knowledge of cleaning techniques, products and equipment. Knowledge of basic equipment operation helpful.
- Able to follow written and oral instructions. Able to establish and maintain working relations with supervisors, fellow workers, students, faculty and the rest of the College staff. May be required to work independently. Able to follow a schedule. Must be willing to work overtime.

Experience: on-the-job training provided

Position Number: 901717

Position Title: Library Circulation Student Level C

EDORDA: 311-2902-50200-10-110025-14458

Position Type: None

Department: Library

Supervisor: Kimberly Marshall

Description: The Circ Student Level C provides front line borrower, circulation and information services to the faculty, staff and students of Middlebury College, providing customer and Library services in the absence of a regularly scheduled Circulation Services team member, applying basic knowledge of Library systems, overseeing other student employees, and closing the library for the night.

Responsibilities:

Front line support provided at service points, on an on-call basis, during 24/7 exam periods, weekends, late nights, and other times during open hours to ensure excellence in service

Supervise other student employees, including contacting them regarding shift attendance

In addition to the above, schedule availability is adjusted to accommodate the changing needs of Library Circulation, Reserves, Interlibrary Loan, and Stacks

Evening, night and weekend work is expected and required

Borrower, circulation, information and customer service is attentive, accurate, informed, consistent, professional, and confidential

Established practices and procedures are followed to ensure accurate borrower and information service

Basic functional knowledge of multiple modules of the Integrated Library System and other Library systems are utilized to provide accurate and efficient circulation and borrower services

Needs to have worked as a Circulation Assistant for two semesters

Regular, consistent, courteous, and proactive communication with the circulation department is maintained during scheduled hours and as needed

Use of electronic communication tools to communicate schedule availability and to facilitate scheduling

Use of shared departmental resources and personal initiative to ensure current and up to date knowledge of policy and procedure

Meeting and training participation to facilitate knowledge of policies, systems and procedures

Facility is supported as a welcoming space for users; awareness of general facility, lobby and common spaces; facility and user issues are escalated properly

Courteous, professional, clear, and consistent communication is maintained with internal and external customers. Unresolved questions are referred to the Circulation Services Manager

Work cooperatively with others and accept direction from supervisors

Position Number: 901703

Position Title: Bio/ES Research Asst.

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Eric Moody

Description: Essential Functions:

Professor Eric Moody is seeking motivated students currently or considering majoring in Biology, Chemistry, or Environmental Studies to conduct research on the evolutionary ecology of aquatic organisms this fall term. Research in our lab focuses on aquatic ecology across scales from organismal biology to biogeochemical processes.

We are currently seeking help with projects related to desert fish conservation and biology. This work will involve the examination and analysis of museum fish specimens as well as work with literature and other existing data. Successful candidates will have opportunities to continue working in the lab beyond the fall term and ultimately develop an independent thesis project if they desire to do so. Future opportunities to conduct fieldwork and/or labwork with desert fishes and harmful algal blooms in Vermont lakes will be possible.

General Responsibilities:

Immediate responsibilities will include the examination of museum fish specimens and photos thereof to study morphological variation in desert fishes. This will include work with specialized morphological analysis software as well as Microsoft Excel and the R statistical computing environment. The successful

candidate will also have opportunities to assist with the presentation and publication of the data collected during this project depending on their interest.

Students interested in pursuing future senior and/or thesis work on aquatic ecology, especially on topics related to desert fishes or lake plankton dynamics, will have opportunities to begin exploring opportunities in our lab and discussing potential project ideas.

Knowledge, Skills and Abilities:

Prior experience with Microsoft Excel and experience or a willingness to learn about specialized morphological analysis software and R are required. Motivation to solve biological and environmental problems is an asset to this position.

Experience:

Preference will be given to applicants with experience conducting ecological research in a job, internship, and/or course, but applicants with no such experience are still welcome to apply.

Other:

To learn more about our research interests please visit our website at <https://erickmoody.wordpress.com/>. Our research group is committed to welcoming and mentoring students of all backgrounds and no prior research experience is required.

Position Number: 901716

Position Title: DREAM Student Org Coordinator

EDORDA: 311-2103-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Elizabeth Cleveland

Description: Essential Functions:

Support the local youth mentoring programs of the DREAM student organization, advised by the Center for Community Engagement (CCE).

General Responsibilities:

This Coordinator will work behind the scenes to support college student mentors who meet each Friday afternoon with children from two low-income neighborhoods in Middlebury to help close the opportunity gap (see www.dreamprogram.org for details). Specifically, the Coordinator will:

- Meet each Wednesday with DREAM and CCE staff to strategize and prepare for the organization's Board meetings and Friday afternoon mentor/mentee programs and activities

- Facilitate mentor meetings and trainings to support the leadership development of the student organization's members
- Keep the organization in good standing with the Service Cluster Board and Student Activities by fulfilling requirements (attending meetings, responding to emails, managing budget).

Knowledge, Skills and Abilities:

Preferred candidates have strong organizational skills and interest or experience in working with youth, participating in DREAM as a mentor, and engaging with issues of income inequality.

Position Number: 901723

Position Title: Film Series Programmer

EDORDA: #N/A

Position Type: #N/A

Department: Film and Media Culture

Supervisor: Ethan Murphy

Description: Essential Functions:

The Hirschfield International Film Series Programmer is a student member of the Hirschfield International Programming Committee. The committee is made up of students, faculty, and staff and the mission is to program films and guest speakers throughout the academic year for Middlebury audiences.

General Responsibilities:

Attend Hirschfield International Film Series programming meetings and screenings.

Research and follow film festival news, theatrical release schedules, and industry acquisitions as it relates to independent, documentary, and international film.

Recommend films to consider and guests to invite that fit within the mission of the film series.

Watch screeners that have been assigned, in a timely fashion, from start to finish, and without distraction.

Provide written and verbal feedback and recommendations to the programming committee for all screeners watched.

Contribute to outreach and marketing for the Hirschfield International Film Series.

Proofread content for the Hirschfield International Film Series website, social media presence, printed brochures, and printed posters.

Knowledge, Skills and Abilities:

Must be proficient with Google Docs

Must have a basic knowledge of film history and contemporary world cinema.

Experience:

Experience writing formally or informally about film in any capacity is preferred.

Other:

Preferred applicants will have a demonstrated interest in international and independent films, film festival culture, and/or film criticism. Applicants should be familiar with the Hirschfield International Film Series and should attend regularly as part of their normal routine.

Position Number:

Position Title: 901727

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901727

Position Title: Information Security Student Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Information Technology Svcs.

Supervisor: Charlotte Pratt

Description: Essential Functions:

- Assist in research and development on PowerBI reporting platform to help ITS staff make decisions about how to apply best practices around security models, report organization, and data storage.
- Assist or independently develop PowerBI reports to aid ITS
- Assist in operational security responsibilities as deemed appropriate by the Director of Information Security, Risk and Compliance.

General Responsibilities:

Work independently to gather information and write up conclusions for ITS staff to aid in decision-making on PowerBI.

Work collaboratively with the Director of Information Security, Risk & Compliance and Infrastructure Services group to improve Middlebury compliance with strategic security objectives.

Knowledge, Skills and Abilities:

- A working knowledge of Kusto query language is helpful
- Coursework in computer science, data science, or mathematics is helpful

Experience:

Information Security Student Assistant is a follow-on position from the Information Security Summer internship.

Position Number:

Position Title: Business Analyst Student Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901726

Position Title: Business Analyst Student Assistant

EDORDA: 311-2138-50200-10-211213-00000

Position Type: None

Department:

Supervisor: Charlotte Pratt

Description: Essential Functions:

The Business Analyst Student Assistant will shadow ITS staff acting as business analysts on ITS projects. The Business Analyst Student Assistant will attend meetings as able, will help analyze requirements, prepare documentation, and help keep track of project progress.

General Responsibilities:

Work cooperatively with ITS staff to successfully document and track project requirements.

Knowledge, Skills and Abilities:

- Willingness to learn basic project management skills
- Coursework that requires critical thinking or analysis skills is very helpful

Experience: No experience is needed

Position Number: 901732

Position Title: Gensler Endowment Assistant

EDORDA: 311-2505-50200-10-000000-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Karin Hanta

Description: Job Description:

The Gensler Endowment Assistant will provide administrative support the GSFS academic coordinator and/or the Chellis House Director with details related to tasks, events, and grants funded by the Gensler Endowment. Duties may include: setting up files and organizing applications; recording data in EXCEL; updating protocols for various Gensler student and/or faculty grants and posting them on the web; running errands, and photocopying. Assist with additional projects as necessary.

Qualifications:

This position requires someone who is reliable; has strong office and organization skills; is able to take direction and to work with minimal supervision; and has good computer skills (with Word & Excel). Attention to detail is especially important. Web skills are a plus.

Position Number: 901730

Position Title: CCE Community Events Driver

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department: Campus Activities & Leadership

Supervisor: Liz Cleveland

Description: Essential Functions:

The Center for Community Engagement seeks student drivers to provide transportation for Middlebury College students who are participating in CCE-hosted programs and events, primarily in Addison County. The CCE seeks to hire and train multiple students who would sign up for shifts based on availability. Hours could range each week from 0 – 10 hours per week during fall, winter, and spring semester.

General Responsibilities:

- Must hold a US driver's license and be eligible to attend the Middlebury College Defensive Driving training course in order to obtain a Middlebury College driver's license.
- We would like individuals who have had a US driver's license for at least three years to take the road test to become eligible to drive a 15-passenger van but this is not required for all student drivers.
- As a representative of the Middlebury College CCE, communicate promptly and professionally with peers and area partners in-person, by email, and on the phone.
- Willingness to value relationship, partnership, and collaboration with local partners as a first principal.
- Drive passenger vehicles; record trip origins, destinations and number of passengers transported.

Knowledge, Skills and Abilities:

- Good driving skills; must have possess a valid US Driver's License

Experience:

- Previous experience with community service, service-learning, and/or some familiarity with Addison County an asset but not required

Position Number: 901746

Position Title: Break Food Manager

EDORDA: 314-2002-50200-10-000000-10626

Position Type: None

Department: Dean of Students

Supervisor: Derek Doucet

Description: Essential Functions:

- *Open and close the self-serve kitchens on time each day
- *Place the pre-stocked food appropriate for each meal out so it is accessible to all students
- *Put away and appropriately store food items left from each meal
- *Ensure each student takes only what they need for each meal
- *Ensure basic kitchen cleanliness is maintained
- *Keep inventory of food items, and communicate needs to dining services, custodians, or facilities as needed

General Responsibilities:

Break food managers manage the self-service kitchens (generally in Forest and one other location on campus) open to students approved to remain on campus over break. They open and staff the kitchens for 3 daily meal periods each day. They create a welcoming and fun atmosphere for any students who wish to use the kitchen and access the food provided.

Knowledge, Skills and Abilities:

*Familiarity with basic cooking skills

*Knowledge of safe food handling skills and techniques

Experience:

*Previous food preparation experience helpful

*Res Life experience a plus

Other:

*Interest in fostering community among students remaining on campus over break

Position Number: 901660

Position Title: Online Education Strategy Analyst

EDORDA: 314-1405-50200-10-000000-00000

Position Type: None

Department: Provost

Supervisor: Amy Collier

Description: Activity Code

Essential Functions

Conduct a market analysis for the Translation and Localization Master's degree that informs our marketing and enrollment plans, and our program designs;

Conduct a similar market analysis for a potential stackable degree (to be named) coming out of GSIPM;

Write white paper, co-authored with Amy Collier, about stackable degrees (what are they, how do they work, opportunities/pitfalls, etc.) that will inform decision-making at the senior administrative level

General Responsibilities

Nov 19-23

Identifying the Market: What students are currently attracted to these programs?

Competitors: Which other institutions offer similar programs?

Defining: What are stackable degrees?

Market Overview: How have stackable degrees grown and what is the predicted consumer engagement trend looking like moving forward?

Nov 26-30

Competitor Analysis: Differences and similarities; What works, what doesn't?; What can be applied to MIIS programming?

Identifying Current Market Share: Given the market profile and competitors in the market, what is MIIS' market share?

Benchmarking: How have stackable degrees typically been structured within other institutions?

Context: How do stackable degrees operate in a liberal arts setting? Within the Middlebury brand?

Dec 3-7

Stackable Degree Benefits: What is the value-added benefit of a stackable degree option in this specific field? (in conjunction with overall results as researched in the white paper)

Opportunities

Potentials for brand growth

Pitfalls

Link back to discussion of stackable degrees within the Middlebury brand

Dec 10-14

Program Design:

Ease of transition of current program

Benchmark w/other programs

What sets MIIS apart?

Comparative Economic Analysis: What is the market value of offering stackable degrees in comparison to other degree programs? (e.g. professional certificates, full-degree programs)

Dec 17-21

(likely less hours)

Check-In: Draft deliverable based on current findings

Draft: Check for gaps, brainstorm other necessary developments, begin editing process, etc.

Jan 7-11

Enrollment Plans

Market Potential

Draft #2: Editing process #2

Jan 14-18

Plan of Action

Final Deliverable

Finalize: Complete editing and finalize deliverable

Knowledge, Skills and Abilities

Ability to do market analyses for higher education

Ability to use Burning Glass analysis tool

High level of writing ability

Knowledge of higher education research reports that will inform analyses

High-level research skills

Experience

Experience conducting market analyses in higher education

Experience using Burning Glass tool

Other

Position Number: 901749

Position Title: Digital Media Production Fellow

EDORDA: #N/A

Position Type: #N/A

Department: Communications (Middlebury)

Supervisor: Chris Spencer

Description: Essential Functions:

The Communications and Marketing Fellowship Program is for students interested in media production and journalism that want to get hands-on experience creating content in a professional work environment. Fellows are assigned to teams and become experts in digital storytelling. They produce real work that is distributed to our large audience and leave with a strong portfolio.

General Responsibilities:

Digital Media Production Fellows spend their time creating videos and other forms of digital content including podcasting and VR for entities across the institution. This content can vary from short for social

media segments for Instagram to long-form in-depth storytelling on a specific class or research project being promoted in the Middlebury Newsroom or MiddleburyMagazine.com.

Knowledge, Skills and Abilities:

- A passion for storytelling through digital media
- Eager to contribute story ideas and new ways of thinking
- A strong understanding and active engagement on social media platforms
- Ability to work quickly and collaboratively with a fast-paced team

Experience:

- Experience with video editing software — preferably Adobe Premiere Pro
- Experience shooting video on smartphones, DSLR or Mirrorless cameras

Position Number:

Position Title: 901750

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901750

Position Title: Student Ambassador

EDORDA: 311-1102-50200-10-000000-00000

Position Type: None

Department: Admissions (Middlebury)

Supervisor: Santana Audet

Description: Essential Functions:

Student Ambassadors are admitted through a selective process and trained to provide information sessions to high school students across the country. The goal is to promote access to a Middlebury education for students who may not otherwise hear about the school and who may be traditionally underrepresented in higher education.

General Responsibilities:

Provide information sessions to high school students. Reach out to high school counselors to schedule visits. Maintain professional and timely communication with the Student Ambassador Coordinators, high school counselors, prospective students, and the regional admissions counselor.

Knowledge, Skills and Abilities:

Must have a passion for diversity, access, and inclusion in education. Public speaking skills. Enthusiasm for a Middlebury education. Must be able to carry up to 30 lbs. Strong writing and communication skills.

Experience:

Public speaking skills and experience working in an educational or access-oriented environment is a plus.

Position Number: 901751

Position Title: Student Ambassador Coordinator

EDORDA: 311-2601-50200-10-202153-11646

Position Type: None

Department:

Supervisor: Santana Audet

Description: Essential Functions:

The Student Ambassador Coordinator is responsible for the recruitment, hiring, and training of Student Ambassadors. In addition to performing standard Student Ambassador duties, the SACs work together to craft and execute the Student Ambassador program year-round with the support of the Admissions office.

General Responsibilities:

Create and distribute all marketing materials for the SA program. Create, edit, and update the SA application. Conduct the application review process including admission decisions and communications to applicants. Plan and execute training for all new Student Ambassadors. Collect data on the program and share with Admissions. Maintain professional and prompt communication with Admissions, Ambassadors, High School Counselors, and prospective students.

Knowledge, Skills and Abilities:

Comfort leading peers. Strong organizational skills. Prompt and professional communication skills. Passion for diversity, access, and inclusion work. Comfort with technology (e.g. webinars, promotional materials, InDesign, etc.)

Experience:

In order to be considered, must already be an experienced student ambassador. Public speaking skills and experience working in an educational or access-oriented environment, particularly in a leadership role, is a plus.

Position Number: 901759

Position Title: Information & Communications Analyst

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Tim Nguyen

Description: Essential Functions:

- Participate in information collection and dissemination planning and design sessions with colleagues, supervisors and other stakeholders
- Assist colleagues and supervisors in developing data collection tools and instruments
- Collect required data using data collection tools and instruments designed together with colleagues and supervisors
- Work with graphics and technical resources to create and manage media properties as needed including but not limited to web pages, social media accounts, posters/fliers, videos or animations
- Manage digital media campaigns under supervision
- Structure data and ensure data integrity to enable efficient analysis
- Analyze results and review with colleagues and supervisors to determine next steps

General Responsibilities:

- Participate in group discussions
- Deliver agreed-on work products within agreed-on timetables
- Assist colleagues if they need help

Knowledge, Skills and Abilities:

- No specific knowledge or technical skills required
- Spreadsheet/excel skills a big plus but can be learned on the job
- Must have interest and ability to learn new skills and techniques quickly
- Curiosity, reliability and self-discipline are critical

Experience:

Experience

- Research and communications experience helpful but not critical
- Past experience with digital media, especially campaigns, helpful but not critical

Education: Demonstrated excellence in at least one of the following classes or programs:

- INTD 0120 Introduction to Business & Enterprise
- INTD 0205 Marketing: Formulation, Methods, and Research
- INTD 0220 Management & Enterprise
- Vermont Strategy & Consulting Summer Internship Program (CCI)

Other:

The Information & Communications Research Group aims to explore and understand modes of information transfer and communication effectiveness within the Middlebury community, specifically addressing the question of what are the best ways to disseminate to and collect critical information from students, staff, faculty and other relevant stakeholders.

Student interns will work with supervisors and communications experts to collect information in an efficient and effective manner, use that information design, develop and monitor media properties such as web pages, posters or paid digital media aimed at circulating specific messaging to targeted audiences, and then analyze the results to improve future work

Position Number: 901758

Position Title: Summer Choral Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Music

Supervisor: Jeff Buettner

Description: Essential Functions:

The essential function of this position is to support the choral activities at Middlebury in the summer months and in preparation for all activities in the coming academic year. Activities include research, library and archival work, organizational support, and preparation of resources for singing and learning music.

General Responsibilities:

- * Digitize the choral music archive (found in Mead 05, file cabinet)
- * Expand the College Choir alumni database

* Support summer choral and vocal happenings at Middlebury (2020: the Big Sing, in conjunction with the Breadloaf 100th year celebration)

* Prepare tour documents and materials for the upcoming academic year (2020-2021: tour to Japan)

* Prepare a schedule mechanism for community outreach events of the Department of Music/choral activities. This may include musicians from the College Choir, music courses (such as FYSE 1347, and MUSC 0246), music majors and minors, and other students involved in the department, who visit to present, teach and/or perform for local schools and community or adult education centers.

Knowledge, Skills and Abilities:

Knowledge of music, musical instruments, singers, and performance aspects is required. Necessary skills and abilities include self-motivation, problem solving, musical ability in singing, playing an instrument, or both. Piano skills may be particularly beneficial depending on the specific work for the summer. The ability to read music is required. The ability to work with audio software in a specialized way (or familiarity with computers so as to learn it) is highly desirable.

Experience:

Required experience includes ensemble participation (choral or instrumental), music instruction (classroom and/or private lessons), music group leadership, library research, computer skills (scanning, archiving). High school experience counts in all aspects.

Other:

Start and end dates of work may be flexible within the parameters of the student summer work schedule.

Position Number:

Position Title: GSFS Trivia Research Asst.

EDORDA: 314-2001-50200-10-213103-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901754

Position Title: GSFS Trivia Research Asst.

EDORDA: 312-4201-50200-10-530227-00000

Position Type: None

Department:

Supervisor: Carly Thomsen

Description: Essential Functions:

Assist with all aspects of Professor Carly Thomsen's project, Not a Trivial Pursuit, that seeks to create resources and academic scholarship regarding best practices for using analog game production to advance students' learning in Feminist and Queer Studies courses.

General Responsibilities:

Organize and manage Game Night for students. Develop and support website. Update and maintain electronic files for the project. Produce a video that explains and promotes the project. Organize a symposium and/or presentation with other students. Work with Professor Thomsen and other research assistants to develop and assist with other aspects of the project as needed.

Knowledge, Skills and Abilities:

Interest in and experience with analog game development. Experience with website development, video production, and Google drive. Good organizational skills and the ability to collaborate with others on a multi-faceted project.

Experience:

Interest in and experience with analog game development. Experience with website development, video production, and Google drive.

Position Number: 901755

Position Title: CNS Research Assistant

EDORDA: 311-2902-50200-10-110025-14460

Position Type: None

Department: CNS

Supervisor: Cameron Trainer

Description: Essential Functions:

The primary responsibility of the CNS Research Assistant (Open Source), working under the direction of experts at the James Martin Center for Nonproliferation Studies, is to conduct technically demanding research on global missile programs using the following: photogrammetry, 3D modeling, satellite imagery processing, and various performance modeling software. The RA will be based in Vermont. The RA should work well on teams and be largely self-motivated. The RA should also be comfortable presenting his/her work, and teaching open source analysis techniques and best practices to others, and may be asked to conduct local or VC training of other students and CNS staff.

General Responsibilities:

- Contribute to CNS work related to the analysis of missile programs in Iran, North Korea, Russia, the United States, and other countries, as deemed by future grantors.
- Take accurate measurements of missiles from available images and videos using photogrammetry techniques
- Calculate range estimates for various missiles
- As needed, process and use satellite imagery
- As requested, train other students and/or CNS staff on open source tools best practices

Knowledge, Skills and Abilities:

- Advanced proficiency with Physlets Tracker
- Advanced proficiency in photogrammetry techniques using Adobe Photoshop
- Experience with Blender 3D modeling software
- Experience working with satellite imagery and GIS software

Experience:

- At least 1 semester work-study experience analyzing ballistic and cruise missile programs
- At least 1 course on open source tools for nonproliferation analysis
- At least 2 years undergraduate coursework, preferably including nonproliferation classes

Other: • Previous experience studying or working on nonproliferation topics desirable.

Position Number: 901756

Position Title: Research Asst. Artunc

EDORDA: 311-2505-50200-10-300218-00000

Position Type: None

Department: Economics

Supervisor: Cihan Artunc

Description: Essential Functions: Data entry and clean-up

General Responsibilities:

The student will match observations in different datasets, clean up raw data to make it suitable for statistical analysis, and enter new data (stock prices) from scanned books into a spreadsheet.

Knowledge, Skills and Abilities: General knowledge with Excel.

Position Number: 901747

Position Title: CF Stories Intern

EDORDA: 311-2505-50200-10-000000-13176

Position Type: None

Department:

Supervisor: Elizabeth Cleveland

Description: Essential Functions:

Capture the magic of Community Friends by generating and sharing audio stories of mentoring from participants across 60 years of the program! This role is a 3 hours/week internship with Community Friends in J-Term and Spring semesters, 2020.

General Responsibilities:

Interns selected will work with a team of three CF Story Interns to reach out to current and former mentors and mentees, ask them meaningful questions and record their answers, and synthesize the dozens of stories gathered into a coherent and share-able finished product.

Knowledge, Skills and Abilities:

Seeking applicants with a passion for Community Friends mentoring who can bring:

- Curiosity and enthusiasm for getting trained in audio storytelling methods and technology
- Communication skills to outreach to strangers of all ages via phone, email, and in-person
- Creative vision for playing with big, ambiguous, changing ideas
- Detail-oriented organization that can turn big ideas into do-able tasks
- Commitment to collaborating effectively with teammates

Experience:

Experience working with CCE's Community Friends program.

Experience creating audio stories would be a bonus.

Position Number: 901744

Position Title: CCE Athletic Community Engagement Intern

EDORDA: 314-3255-50200-10-000000-12048

Position Type: None

Department:

Supervisor: Elizabeth Cleveland

Description: Essential Functions:

With support from the Center for Community Engagement, the intern will serve as a student liaison between the Center for Community Engagement, Student Athletic Advisory Committee (SAAC), and athletic teams to promote community engagement opportunities and track athletic team participation in volunteer service.

Support the coordination and tracking of athletic team engagement in community-connected opportunities; primarily volunteer service located within Addison County. General Responsibilities:

As a representative of the Middlebury College Center for Community Engagement and Athletics, communicate promptly and professionally with on- and off-campus partners in-person, by email, and on the phone.

When in the office, greet faculty, students, community partners, and other visitors to the Center for Community Engagement. Provide information about the office and our programs to visitors.

Experience:

Previous experience with community service and/or some familiarity with Addison County an asset but not required.

Knowledge, Skills and Abilities:

Ability to work collaboratively across differences

Excellent interpersonal, communication, and organizational skills

Ability to manage and prioritize multiple tasks

Self-motivation and the ability to work independently and proactively on projects.

Willingness to value relationship, partnership, and collaboration with local partners as a first principal.

Reliability and a strong commitment to the Center for Community Engagement's mission.

Position Number: 901743

Position Title: Ski Area Social Media Coordinator

EDORDA: 311-1106-50200-10-000000-00000

Position Type: None

Department: Rikert Nordic Center

Supervisor: Mike Hussey

Description:

Position Number: 901742

Position Title: Research Asst. CCSRE

EDORDA: 311-2142-50200-10-510275-00000

Position Type: None

Department:

Supervisor: Daniel Silva

Description: Essential Functions:

Research and compile primary and secondary sources for a virtual library for the Center for the Comparative Study of Race and Ethnicity. Consult faculty and student collaborators in the CCSRE Pedagogy and Course Development Grant program.

General Responsibilities:

Research and compile primary and secondary sources for a virtual library for the Center for the Comparative Study of Race and Ethnicity. Consult faculty and student collaborators in the CCSRE Pedagogy and Course Development Grant program.

Knowledge, Skills and Abilities:

Specialized knowledge of postcolonial theory and decolonial studies. Student should have taken upper level courses on critical approaches to the study of race, ethnicity, gender, and sexuality. Must also have advanced research skills and organizational skills to compile sources.

Experience: Knowledge and skills as outlined above more important than experience.

Position Number: 901740

Position Title: Socio-ecology of MPAs

EDORDA: 311-1201-50200-10-301098-00000

Position Type: None

Department:

Supervisor: Mez Baker-Medard

Description: Essential Functions:

Students will engage in a variety of aspects of the research.

Some students will help organize and analyze data (fish capture data, socioeconomic surveys, and transcribed interviews) as well as conduct literature reviews on topics such as marine protected area effectiveness, underwater visual survey methods, and gendered dynamics in community-based conservation. Students may be asked to develop a question that they would like to investigate within the existing dataset and develop an “independent” sub-project within the larger project.

General Responsibilities:

Students are expected to check in with Mez 1-2 times a week, keep track of and submit their hours, and function fairly independently once they are oriented to the goals and methods of the research. Students are expected to produce either written material summarizing their work, or if appropriate charts, graphics, or statistical analysis.

Knowledge, Skills and Abilities:

Some skills that will be useful include: excel, statistics, GIS, snorkeling or swimming experience, French, facility with conducting a literature review.

Having one or more of these is required.

Position Number: 901733

Position Title: Student Assistant Liberal Arts Seminar

EDORDA: 311-2902-50200-10-110025-11447

Position Type: None

Department:

Supervisor: Deborah Evans

Description: Essential Functions:

Student must be able to perform basic research, simple office duties (xeroxing, designing posters and brochures, etc.) and be able to interact with a variety of campus faculty and offices.

General Responsibilities:

The position includes developing a resource library for faculty who teach/wish to teach the Sophomore Seminar in the Liberal Arts; creating and distributing advertisement about the course on campus; doing basic research to support faculty teaching the course; helping logistics around invited speakers/performers; surveying past and present students; other needs as they arise.

Knowledge, Skills and Abilities:

The positions requires the person to organized, flexible, and good with interpersonal interactions.

Experience: No experience is necessary.

Position Number: 901731

Position Title: STRT Research Asst-Seehus

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Martin Seehuus

Description: General Responsibilities:

Data collection, coding, and analysis for multiple projects, managing databases, running experimental sessions, library work – searching databases, identifying related literature, copying articles, requesting interlibrary loans, scoring and entering data. Possibly

scanning documents or data into PDF files and filing.

Knowledge, Skills and Abilities:

Data collection, coding, and analysis for multiple projects, managing databases, running experimental sessions, library work – searching databases, identifying related literature, copying articles, requesting interlibrary loans, scoring and entering data. Possibly

scanning documents or data into PDF files and filing.

Experience: Supervisor approval

Position Number:

Position Title: NPP Intern

EDORDA: 311-2906-50200-10-301154-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901729

Position Title: NPP Intern

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Nadine Barnicle

Description: Essential Functions:

Website Set up

Conference Planning and Logistics

Database/Mailing List management

General Responsibilities:

Website Set up

Conference Planning and Logistics

Database/Mailing List management

Knowledge, Skills and Abilities:

Knowledge of New Perennials Project; Prequisite - Fall 2018 The Perennial Turn ENVS332

Experience:

Website Design/WordPress

Database Management

Special Event Organizing

Position Number: 901728

Position Title: Research Assistant - French & Francophone Studies

EDORDA: #N/A

Position Type: #N/A

Department: French

Supervisor: Linsey Sainte-Claire

Description: Essential Functions:

Perform relevant research work in libraries, through interviews and/or online.

Perform routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned (copying articles, ordering additional articles and books, formulating a bibliography, etc).

Prepare (scholarly) literature reviews.

Prepare interview questions; recruit and/or interview subjects; transcribe and/or summarize interviews.

General Responsibilities:

Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.

Collect and analyze data

Manage and reply to project-related correspondence (in the form of letters, emails, memos, etc.).

Meet regularly with supervisor to discuss research assignments.

Knowledge, Skills and Abilities:

Ability to read and research in French.

Formal communication abilities.

Detail-oriented.

Proficient in planning and scheduling.

Experience: No previous experience necessary. Willing to train the right person.

Position Number: 901716

Position Title: DREAM Student Org Coordinator

EDORDA: 311-2902-50200-10-110025-14461

Position Type: None

Department:

Supervisor: Elizabeth Cleveland

Description: Essential Functions:

Support the local youth mentoring programs of the DREAM student organization, advised by the Center for Community Engagement (CCE).

General Responsibilities:

This Coordinator will work behind the scenes to support college student mentors who meet each Friday afternoon with children from two low-income neighborhoods in Middlebury to help close the opportunity gap (see www.dreamprogram.org for details). Specifically, the Coordinator will:

- Meet each Wednesday with DREAM and CCE staff to strategize and prepare for the organization's Board meetings and Friday afternoon mentor/mentee programs and activities
- Facilitate mentor meetings and trainings to support the leadership development of the student organization's members

- Keep the organization in good standing with the Service Cluster Board and Student Activities by fulfilling requirements (attending meetings, responding to emails, managing budget).

Knowledge, Skills and Abilities:

Preferred candidates have strong organizational skills and interest or experience in working with youth, participating in DREAM as a mentor, and engaging with issues of income inequality.

Experience:

The following would be helpful: Experience in working with youth, participating in DREAM as a mentor, and engaging with issues of income inequality.

Position Number: 901713

Position Title: Research Assistant-Fieldhouse

EDORDA: 311-2134-50200-10-630077-11244

Position Type: None

Department:

Supervisor: Andrew Fieldhouse

Description: Essential Functions:

Manual data entry in Excel, data cleaning, and help with literature review for a paper.

General Responsibilities:

Work with Professor Fieldhouse to construct a novel data set and identification strategy for an empirical macroeconomics paper estimating defense vs. non-defense fiscal multipliers.

Knowledge, Skills and Abilities: Econ 150, Econ 210, Econ 211, and Econ 250.

Experience: Experience with Excel required. Some experience with Stata preferred.

Position Number: 901712

Position Title: MPoMP RA

EDORDA: 311-2115-50200-10-202153-11646

Position Type: Single incumbent

Department:

Supervisor: Erik Bleich

Description: Essential Functions: Design and Layout in InDesign.

General Responsibilities:

Help with design and layout of a Media Portrayals of Minorities Project report. Perhaps help with data visualizations.

Knowledge, Skills and Abilities: InDesign. R preferred but not required.

Position Number: 901696

Position Title: PoP Teaching Asst. Biswas

EDORDA: 311-2906-50200-10-301154-00000

Position Type: None

Department:

Supervisor: Amitava Biswas

Description: Essential Functions:

Review and design curriculum and course materials including case studies, assignments and exams for INTD220 Introduction to Management course

General Responsibilities:

Review materials given by supervisor

Research new materials for the course

Develop assignments with supervisor

Review exam structures

Knowledge, Skills and Abilities: Having taken INTD220 Introduction to Management

Experience: Having taken INTD220 Introduction to Management

Position Number: 901693

Position Title: NPP Summer Intern

EDORDA: 311-2901-50200-10-301097-00000

Position Type: Single incumbent

Department:

Supervisor: Nadine Barnicle

Description:

Position Number: 901691

Position Title: Student Affairs Assistant

EDORDA: 314-3101-50200-10-000000-00000

Position Type: Single incumbent

Department:

Supervisor: Elaine Orozco Hammond

Description: Essential Functions:

Join a fun and productive work environment and make a difference on campus. The Office of the Dean of Students is hiring an intern in summer 2019 to formalize restorative justice implementation at Middlebury, as well as provide support for the BOLD Women's Leadership Network on campus.

General Responsibilities:

Conduct research on restorative justice and provide recommendations for its implementation on campus

- Gather and develop resources on restorative justice for use by students, staff, and faculty
- Support the Community Bias Response Team (CBRT) as needed
- Help implement a plan for BOLD communication, including updating BOLD website and utilizing social media
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Strong research, writing, and editing skills
- Reliable and committed
- Organized, detail-oriented, and clear communication skills
- Able to work independently and cooperatively with others, and accept direction from supervisors

Experience: - Computer software experience essential, including MS Office and GoogleDocs

Position Number: 901690

Position Title: ITS Summer Security Intern

EDORDA: 311-2902-50200-10-110025-11574

Position Type: None

Department:

Supervisor: Charlotte Pratt

Description: Essential Functions:

Information Technology Services is responsible for securing networks, systems, applications, devices; for educating users on best practices; providing statistics to administration and other stakeholders on compliance.

The ITS Summer Security Internship is envisioned to balance time between learning and doing.

The ITS Summer Security Intern will balance their time between

- Shadowing full-time staff in their day-to-day activities as related to device, systems, application or network security

- Banner application security admin

- Oracle application security admin

- Systems & security systems administrator

- Network/wireless administrator

- User Services device management staff

- Web team developers

- Information Security Director

- Working with ITS staff to learn a scripting language to query information from our Azure environment. ITS will provide the time and tools to learn the Kusto query language.

- Reports could include compliance statistics, Banner log-in statistics and lists, multi-factor authentication adoption, etc.

- Visualizations - transform datasets into simple charts or series

General Responsibilities:

The person holding this position must be able to:

- Work independently and in conjunction with ITS staff

- Take direction from supervisor

- Be comfortable reading documentation to uncover answers to questions

- Communicate difficulties completing tasks with supervisor

- Be willing to learn a new scripting language and apply it to complete tasks

Knowledge, Skills and Abilities: Interest in scripting languages, logic and problem-solving is essential.

Experience:

Coursework in computer science or equivalent discipline is desired. Data structures, software development and programming language courses are desired.

Position Number: 901685

Position Title: Research Asst-Tran

EDORDA: 311-2902-50200-10-110025-11369

Position Type: None

Department:

Supervisor: Trin Tran

Description: Essential Functions:

- Ability to conduct independent research around a given topic
- Conduct literature reviews
- Assist in qualitative data collection (document analysis, interviewing, ethnographic observations)
- Assist in analysis of qualitative data

General Responsibilities: -Work independently

- Check in weekly regarding research progress

Knowledge, Skills and Abilities: -Sociology major

- Interest in education and/or urban issues

Experience: -Prior research assistance experience

Position Number: 901684

Position Title: Volcanology Lab Research Asst.

EDORDA: 311-6108-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Kristina Walowski

Description: Essential Functions:

The essential functions of the lab research assistant are to aid volcanology research by organizing, preparing, and analyzing research (volcanic rock) samples.

General Responsibilities:

The research assistant will be responsible for the organization, preparation, and analysis of volcanic rock samples. The assistant will also be expected to keep lab facilities clean and organized.

Knowledge, Skills and Abilities:

The candidate is expected to have a background in introductory geology, with strengths in rock identification skills and an understanding of plate tectonics. The candidate must also show proficiency in their organization abilities, which is required for lab work on numerous samples.

Experience: No prior experience is needed for this position.

Other:

Position Number: 901681

Position Title: Student Activities Photographer

EDORDA: 311-2910-50200-10-530192-00000

Position Type: None

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Essential Functions:

Attend events hosted by student organizations and take photos at event. Upload photos within 24 hours of the event so we can post on social media sites

General Responsibilities:

- meet weekly with SAO staff member to go through last week's events, and upcoming events
- email event hosts before attending, to ensure we can capture their event
- Take photos at events
- Spend majority of time taking photos, and some time doing brief editing and uploading photos

Knowledge, Skills and Abilities:

- Knowledge of modern photography and ability to take photos that can be used on on social media sites
- passion for photograph

Experience:

- past involvement in student organizations helpful but not required

- past experience being hired for photography work helpful but not required

Position Number: 901680

Position Title: Research Asst. Glikman

EDORDA: 311-2902-50200-10-110025-10821

Position Type: None

Department:

Supervisor: Ellat Glikman

Description: Essential Functions:

Experiment with the parameters in FERENGI to see the impact of exposure times and other features, with the goal of creating realistic color-color diagrams for Mrk231 (And other galaxies) as a function of redshift.

General Responsibilities: Experiment with the code. Dig into the code to see how it works.

Knowledge, Skills and Abilities: IDL and other programming skills, FERENGI, galaxies.

Experience: previous work with me on this project.

Position Number: 901679

Position Title: STRT Research Assistant-Holler

EDORDA: 311-2902-50200-10-110025-14465

Position Type: None

Department: Geography

Supervisor: Joseph Holler

Description: Essential Functions: Develop and evaluate curricular materials.

Support research activities.

General Responsibilities:

Regular communication / weekly meetings with the principal investigator / instructor.

Keep digital log of computational research and creation of all data and code.

Knowledge, Skills and Abilities: GIS, Geography, GitHub, R, Python, SQL

Experience:

Demonstrated excellence in at least two GIS courses.

Experience in computer science or data science is preferred, and may substitute for one GIS course.

Approved for remote work from within the United States only.

Position Number: 901762

Position Title: Research Asst. Bright

EDORDA: 311-2902-50200-10-110025-14465

Position Type: None

Department: Sociology

Supervisor: Kristin Bright

Description: Essential Functions:

To help Dr. Bright with setting up a new research program in medical anthropology; to assist with final stages of manuscript preparation for a book project; and to help plan a new research study on migration and care, including initial data gathering, for the purpose of preparation of larger grants.

General Responsibilities:

Three areas of responsibility: (1.) Assistance with anthropological book project, including sourcing and indexing of bibliographic materials and some material sourcing online; (2.) Assistance with start-up phase of a new research program in medical anthropology including helping to arrange campus events in spring 2020 with research collaborators; also, help with student/faculty/guest engagement at events and post-event debrief; and (3.) Assistance with pilot study on migration, care, and health (e.g., planning, initial analysis of data).

Knowledge, Skills and Abilities:

Familiarity with anthropological and social science databases, bibliographic searches, literature review, ideally with some background in social approaches to health/medicine. Ability to navigate governmental websites and cull key statistical and demographic information. Critical thinking and writing, ideally with background in anthropological methods. Ability to communicate effectively over phone, email, and in written reports. Team-based and enthusiastic, with dedication to the project as well as interest in developing one's own research scope and skills.

Position Number: 901760

Position Title: Research Asst. Medical Anthro

EDORDA: 311-2902-50200-10-110025-14465

Position Type: None

Department: Sociology

Supervisor: Kristin Bright

Description: Essential Functions:

This position will involve working on an anthropological study about the political and ethical life of genetic medicine and patient activism including: interview transcription and qualitative data analysis; assistance with preparation of two conference panels; and help summarizing and organizing study data towards preparation of larger grants.

General Responsibilities:

Four areas of responsibility: (1.) ethnographic interview transcription and qualitative data analysis; (2.) bibliographic source gathering and short annotations; (3.) assistance with planning, writing, and coordinating panelists for two conference panels related to the study findings; and (4.) assistance with data summary towards the preparation of larger grants.

Knowledge, Skills and Abilities:

Familiarity with anthropological and social science databases, bibliographic searches, literature review, with background in social approaches to medicine. Ability to navigate governmental websites and cull key statistical and demographic information. Background in ethnographic interviewing, transcription, qualitative data coding, analysis, and analysis software. Critical thinking and writing, ideally with background in anthropological methods. Ability to communicate effectively over phone, email, and in written reports. Team-based and enthusiastic, with dedication to the project as well as interest in developing one's own research scope and skills.

Experience: (Please see above.)

Position Number: 901761

Position Title: Research Asst. Digital Anthro

EDORDA: 314-3254-50200-10-000000-00000

Position Type: None

Department: Sociology

Supervisor: Kristin Bright

Description: Essential Functions:

This position will involve helping Dr. Bright to set up and coordinate a new digital research lab at Middlebury called "The Body Online." Key functions include helping transfer existing lab functions from the University of Toronto to Middlebury; communicating with lab members in Canada and the US; managing and updating website functions including member profiles, galleries, and resources; soliciting and curating research pieces and blogposts online; and helping set up the first lab initiative at Middlebury, a community engaged study on early childhood education and educators.

General Responsibilities:

Four areas of responsibility: (1.) coordination and communication with lab members including 30 undergraduate students at Middlebury and the University of Toronto; (2.) curation of lab member materials including blogposts and research reports, and updates to media galleries and resources; (3.) building a dedicated resources page for digital research methods and design; and (4.) assistance with setting up the first lab activity for 2020, a community engaged learning program where students gain experience in applied digital ethnographic research.

Knowledge, Skills and Abilities:

Expertise in basic website design and programming using WIX platform; background in cultural anthropology and ethnographic methods, with emphasis in digital ethnographic methods; ability to source materials related to digital anthropology including bibliographic materials, case studies, career-based opportunities (e.g., conferences, job listings) and curate those online; ideally, some background in social approaches to student health, early childhood education, and/or senior living communities (research foci for the lab 2020-21). Critical thinking and writing. Ability to communicate effectively over phone, email, and in written reports. Team-based and enthusiastic, with dedication to the project as well as interest in developing one's own research scope and skills.

Position Number: 901763

Position Title: J-Term Nordic Ski Instructor

EDORDA: 311-2906-50200-10-000000-00000

Position Type: None

Department: Rikert Nordic Center

Supervisor: Barney Hodges

Description: Essential Functions:

Instruction of beginner-Intermediate level Nordic ski students for classic and skating techniques.

Master of uphill, down hill techniques on Nordic skis.

Nordic equipment familiarity.

Understanding of Rikert Nordic Center trail network.

Good communication skills.

General Responsibilities:

Collaboration with other instructors, pre-season to discuss and develop group teaching strategy.

Be able to meet 100% of the daily teaching schedule. Reliability a must.

Work with Rikert staff on daily basis to ensure understanding of daily trail updates and changes to trail system, and rental department.

Knowledge, Skills and Abilities:

Uphill, downhill, skating and classic techniques. Falling down, getting up. Speed control, equipment knowledge. Should be advanced-intermediate to advanced ski ability.

Experience:

Should be advanced-intermediate to advanced ski ability. Racing and back country experience helpful but not required. Ski teaching or other teaching experience helpful.

Position Number: 901764

Position Title: ENV5 0200 - Global Warming TA

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: Janet Wiseman

Description: Essential Functions:

Assist professor in course management and technology preparation for a large-scale lecture course; assist in running in-class discussion sections; grade quizzes; deal with logistical issues for students.

General Responsibilities: Assist professor in course management

Knowledge, Skills and Abilities:

Must be reliable and responsible. Must be willing to work with fellow students in the class. Ability to explain course materials as necessary.

Experience: Working on campus with environmentally-related groups/topics/courses.

Position Number: 900014

Position Title: CA APP Program Intern

EDORDA: 311-2911-50200-10-000000-11557

Position Type: None

Department:

Supervisor: Molly Andres

Description:

Position Number: 900066

Position Title: FRAF Research Asst. Stoll

EDORDA: 311-2911-50200-10-000000-11593

Position Type: None

Department: Sociology

Supervisor: David Stoll

Description:

Position Number: 900087

Position Title: FRAF Research Asst. Yarbrough

EDORDA: 311-2902-50200-10-630027-11300

Position Type: None

Department:

Supervisor: Larry Yarbrough

Description:

Position Number: 900088

Position Title: Research Asst. Hart

EDORDA: #N/A

Position Type: #N/A

Department: History

Supervisor: William Hart

Description:

Position Number: 900119

Position Title: CTRLR Peer Writing Mentors (1st year)

EDORDA: 311-2801-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Mary Ellen Bertolini

Description:

Position Number: 900138

Position Title: PAS Event Technician

EDORDA: 311-2902-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Allison Coyne Carroll

Description:

Position Number: 900145

Position Title: Research Asst. Perry

EDORDA: 311-2111-50200-10-000000-00000

Position Type: None

Department: Film and Media Culture

Supervisor: Ted Perry

Description:

Position Number: 900147

Position Title: Chem Grader Dube

EDORDA: 311-2701-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Michele Dube

Description:

Position Number: 900236

Position Title: STSS Asst Science Instrument Tech-IT

EDORDA: 314-3301-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900237

Position Title: Facilities Groundsworker

EDORDA: #N/A

Position Type: #N/A

Department: Facilities Services

Supervisor:

Description:

Position Number: 900244

Position Title: Psychology Dept. Grader

EDORDA: 311-2134-50200-10-630091-11133

Position Type: None

Department: Psychology

Supervisor: Tanya Hersey

Description:

Position Number: 900290

Position Title: Research Assistant-Stanger

EDORDA: 311-2118-50200-10-510302-11452

Position Type: None

Department: Political Science

Supervisor: Allison Stanger

Description:

Position Number: 900296

Position Title: Research Asst. Munroe

EDORDA: 311-2115-50200-10-630060-11492

Position Type: None

Department: Geology

Supervisor: Jeff Munroe

Description:

Position Number: 900298

Position Title: Research Assistant-Pyle

EDORDA: 311-2124-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Will Pyle

Description:

Position Number: 900299

Position Title: Canvas Assistant- French

EDORDA: 311-2902-50200-10-110025-13905

Position Type: None

Department: French

Supervisor: Brigitte

Description:

Position Number: 900304

Position Title: STRT Research Asst - Walker

EDORDA: #N/A

Position Type: #N/A

Department: Russian

Supervisor: Matt Walker

Description:

Position Number: 900314

Position Title: Lift Operator/Snow Maker

EDORDA: #N/A

Position Type: #N/A

Department: Snow Bowl

Supervisor:

Description:

Position Number: 900331

Position Title: CHEM Research Asst.

EDORDA: 314-3310-50200-10-000000-00000

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Sunhee Choi

Description:

Position Number: 900334

Position Title: Dining Data Entry

EDORDA: #N/A

Position Type: #N/A

Department: Dining Services

Supervisor: Kenneth Pierce

Description:

Position Number: 900343

Position Title: FREN Office Assistant

EDORDA: 311-2902-50200-10-000000-00000

Position Type: None

Department:

Supervisor:

Description:

Position Number: 900384

Position Title: Clifford Symposium RA

EDORDA: 311-2902-50200-10-110025-11536

Position Type: None

Department:

Supervisor: Larry Yarbrough

Description:

Position Number: 900385

Position Title: Research Assistant-Kimmel

EDORDA: 311-2902-50200-10-110025-11342

Position Type: None

Department: Computer Science

Supervisor: Shelby Kimmel

Description:

Position Number: 900388

Position Title: Research Assistant-Sanchez

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Writing Program

Supervisor: James Chase Sanchez

Description:

Position Number: 901234

Position Title: Regular Season Field Hockey Game Staff

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description:

Position Number: 901235

Position Title: NCAA Field Hockey Game Staff

EDORDA: 311-2004-50200-10-000000-12933

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description:

Position Number: 901236

Position Title: NESCAC Field Hockey Game Staff

EDORDA: 311-2911-50200-10-000000-11473

Position Type: None

Department: Athletics

Supervisor: Katherine Delorenzo

Description:

Position Number: 901239

Position Title: FRAF Research Asst - Olsen

EDORDA: 311-2902-50200-10-300786-11127

Position Type: None

Department:

Supervisor: Andrea Olsen

Description:

Position Number: 901278

Position Title: HIST Research Asst- Morseman

EDORDA: 311-2911-50200-10-000000-11563

Position Type: None

Department: History

Supervisor: Amy Morsman

Description:

Position Number: 901480

Position Title: FRAF Research Asst - Byker

EDORDA: 311-2911-50200-10-000000-11639

Position Type: None

Department: Economics

Supervisor: Tanya Byker

Description:

Position Number: 901481

Position Title: FRAF Research Asst. Wei Zhai

EDORDA: 311-2911-50200-10-000000-11639

Position Type: None

Department: Psychology

Supervisor: Zu Wei Zhai

Description:

Position Number: 901481

Position Title: FRAF Research Asst - Berenbaum

EDORDA: 311-2911-50200-10-000000-14464

Position Type: None

Department: Global Health

Supervisor: Pam Berenbaum

Description:

Position Number: 901503

Position Title: FRAF Research Asst. Lyford

EDORDA: 311-2911-50200-10-000000-11117

Position Type: None

Department: Mathematics

Supervisor: Alex Lyford

Description:

Position Number: 901504

Position Title: FRAF Research Asst. Abel

EDORDA: 311-2911-50200-10-000000-11587

Position Type: None

Department: Economics

Supervisor: Martin Abel

Description:

Position Number: 901505

Position Title: FRAF Research Asst Wolcott

EDORDA: 311-2911-50200-10-000000-11244

Position Type: None

Department: Economics

Supervisor: Erin Wolcott

Description:

Position Number: 901506

Position Title: FRAF Research Asst. Bleich

EDORDA: 311-2911-50200-10-000000-11488

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901507

Position Title: UCRF Research Asst. Saldarriaga

EDORDA: 311-2911-50200-10-000000-11391

Position Type: None

Department:

Supervisor: Patricia Saldarriaga

Description:

Position Number: 901508

Position Title: FRAF Research Asst. Repka

EDORDA: 311-2911-50200-10-000000-11391

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lindsay Repka

Description:

Position Number: 901508

Position Title: DLA Research Asst. Laursen

EDORDA: 311-2911-50200-10-000000-11367

Position Type: None

Department: Chemistry/Biochemistry

Supervisor: Lindsay Repka

Description:

Position Number: 901510

Position Title: FRAF Research Asst. Sargent

EDORDA: 311-2911-50200-10-000000-11367

Position Type: None

Department: Economics

Supervisor: Kristina Sargent

Description:

Position Number: 901510

Position Title: FRAF Research Asst. Mao

EDORDA: 311-2911-50200-10-000000-13657

Position Type: None

Department: History

Supervisor: Joyce Mao

Description:

Position Number: 901512

Position Title: UCRF Research Asst. Jenkins

EDORDA: 311-2112-50200-10-213493-00000

Position Type: None

Department: Dance

Supervisor: Laurel Jenkins

Description:

Position Number: 901513

Position Title: Winter Term Classics Language Tutor

EDORDA: 311-2133-50200-10-630074-11500

Position Type: None

Department: Classics

Supervisor: Jane Chaplin

Description:

Position Number: 901516

Position Title: PHYS Mathematica Programmer

EDORDA: 311-2122-50200-10-300927-00000

Position Type: None

Department:

Supervisor: Richard Wolfson

Description:

Position Number: 901517

Position Title: Arabic Web Asst.

EDORDA: #N/A

Position Type: #N/A

Department: Arabic

Supervisor: Nicole Patterson

Description:

Position Number: UCRF Research Asst. Finley

Position Title: UCRF Research Asst. Finley

EDORDA: 311-2911-50200-10-000000-11178

Position Type: None

Department: American Studies

Supervisor: J Finley

Description:

Position Number: 901524

Position Title: FRAF Research Asst. Andrews

EDORDA: 311-2911-50200-10-000000-11337

Position Type: None

Department: Computer Science

Supervisor: Christopher Andrews

Description:

Position Number: 901548

Position Title: FRAF Research Asst. de Souza

EDORDA: 314-2001-50200-10-213103-00000

Position Type: None

Department:

Supervisor: Joao Paulo de Souza

Description:

Position Number: 901549

Position Title: Hannaford Career Center Tech Intern

EDORDA: 311-2911-50200-10-000000-11250

Position Type: None

Department: Provost

Supervisor: Gail Borden

Description:

Position Number: 901629

Position Title: FRAF Research Asst. Ernstrom

EDORDA: 311-2911-50200-10-000000-11128

Position Type: None

Department: Biology

Supervisor: Glen Ernstrom

Description:

Position Number: 901630

Position Title: FRAF Research Asst. Gregg

EDORDA: 311-2135-50200-10-530181-00000

Position Type: None

Department: Economics

Supervisor: Amanda Gregg

Description:

Position Number: 901632

Position Title: Research Assistant-Spencer Fund

EDORDA: 311-2911-50200-10-000000-11144

Position Type: None

Department:

Supervisor: Allison DiBianca Fasoli

Description:

Position Number: 901633

Position Title: UCRF Research Asst. Arndt

EDORDA: 311-2911-50200-10-000000-11417

Position Type: None

Department: Psychology

Supervisor: Jason Arndt

Description:

Position Number: 901634

Position Title: UCRF Research Asst. Lapin

EDORDA: 311-2134-50200-10-301125-00000

Position Type: None

Department: Environmental Studies

Supervisor: Marc Lapin

Description:

Position Number: 901635

Position Title: AH Forum Program Asst.

EDORDA: 311-2911-50200-10-000000-14464

Position Type: None

Department: Political Science

Supervisor: Keegan Callanan

Description:

Position Number: 901636

Position Title: UCRF Research Asst. Lyford

EDORDA: 311-2911-50200-10-000000-11254

Position Type: None

Department: Mathematics

Supervisor: Alex Lyford

Description:

Position Number: 901639

Position Title: FRAF Research Asst. Faraone

EDORDA: 311-2911-50200-10-000000-14702

Position Type: None

Department: Theatre

Supervisor: Cheryl Faraone

Description:

Position Number: 901640

Position Title: FRAF Research Asst. Losano

EDORDA: 311-2911-50200-10-000000-11161

Position Type: None

Department: English & American Literatures

Supervisor: Antonia Losano

Description:

Position Number: 901641

Position Title: FRAF Research Asst. Matthias

EDORDA: 311-2911-50200-10-000000-16065

Position Type: None

Department: German

Supervisor: Bettina Matthias

Description:

Position Number: 901642

Position Title: FRAF Research Asst. Doyle

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Environmental Studies

Supervisor: Kathleen Doyle

Description:

Position Number: 901643

Position Title: FRAF Research Asst. Harpham

EDORDA: 311-2911-50200-10-000000-11179

Position Type: None

Department:

Supervisor: John Harpham

Description:

Position Number: 901644

Position Title: UCRF Research Asst. Brown

EDORDA: 311-2911-50200-10-000000-12972

Position Type: None

Department: Dance

Supervisor: Christal Brown

Description:

Position Number: 901646

Position Title: UCRF Research Asst. Ryer

EDORDA: 311-2911-50200-10-000000-12972

Position Type: None

Department: Museum of Art

Supervisor: Glenna Ryer

Description:

Position Number: 901646

Position Title: FRAF Research Asst. Leftheris

EDORDA: #N/A

Position Type: #N/A

Department: Studio Art

Supervisor: Michelle Leftheris

Description:

Position Number: 901648

Position Title: FRAF Research Asst. de Souza

EDORDA: 311-6001-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Joao Paulo de Souza

Description:

Position Number: 901650

Position Title: MeetMidd Project Manager

EDORDA: 314-3331-50200-10-000000-00000

Position Type: None

Department: Dean of Students

Supervisor: Baishakhi Taylor

Description:

Position Number: 901651

Position Title: Atwater Served Helper

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Dining Services

Supervisor: Jessica Crossman

Description:

Position Number: 901652

Position Title: FRAF Research Asst. Bessner

EDORDA: 311-2911-50200-10-000000-12985

Position Type: None

Department: Philosophy

Supervisor: Lorraine Besser

Description:

Position Number: 901653

Position Title: GEOG FRAF Research Asst

EDORDA: 311-2911-50200-10-000000-11209

Position Type: None

Department: Geography

Supervisor: Guntram Herb

Description:

Position Number: 901654

Position Title: UCRF Research Asst. Thomsen

EDORDA: 311-2902-50200-10-110025-11216

Position Type: None

Department:

Supervisor: Carly Thomsen

Description:

Position Number: 901658

Position Title: Arabic Translation Transcript

EDORDA: 311-2911-50200-10-000000-11468

Position Type: None

Department: Arabic

Supervisor: Robert Greeley

Description:

Position Number: 901659

Position Title: FRAF Research Asst. Napier

EDORDA: 311-2138-50200-10-211213-00000

Position Type: None

Department:

Supervisor: Elizabeth Napier

Description:

Position Number: 901661

Position Title: Gensler Symp. Asst.

EDORDA: 311-2101-50200-10-300986-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Karin Hanta

Description:

Position Number: 901662

Position Title: Jewish Liturgy Fellow

EDORDA: 311-6003-50200-10-000000-00000

Position Type: None

Department: Chaplain's Office

Supervisor: Ellen Mckay

Description:

Position Number: 901664

Position Title: AFC Photography Intern

EDORDA: 311-2004-50200-10-000000-00000

Position Type: None

Department:

Supervisor: Jennifer Herrera Condry

Description:

Position Number: 901655

Position Title: PoP TA/Grader Nguyen

EDORDA: 311-2004-50200-10-000000-13406

Position Type: None

Department:

Supervisor: Tim Nguyen

Description:

Position Number: 901666

Position Title: NCAA WMS Soccer Game Staff

EDORDA: 311-2905-50200-10-000000-00000

Position Type: None

Department: Athletics

Supervisor: Peter Kim

Description:

Position Number: 901667

Position Title: POL Teaching Assistant

EDORDA: 311-2911-50200-10-000000-13904

Position Type: None

Department: Political Science

Supervisor: Erik Bleich

Description:

Position Number: 901668

Position Title: FRAF Research Asst. Taylor

EDORDA: 311-6104-50200-10-000000-13599

Position Type: Single incumbent

Department: Music

Supervisor: Matthew Taylor

Description:

Position Number: 901670

Position Title: Cook Commons Media Assistant

EDORDA: 311-2911-50200-10-000000-11247

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Francisca Drexel

Description:

Position Number: 901671

Position Title: UCRF Research Asst. Morrell

EDORDA: 311-2110-50200-10-000000-10030

Position Type: None

Department:

Supervisor: Erica Morrell

Description:

Position Number: 901672

Position Title: BIOL145 Peer-Leader

EDORDA: 311-2911-50200-10-000000-11270

Position Type: Pooled

Department: Biology

Supervisor: Catherine Combelles

Description:

Position Number: 901673

Position Title: FRAF Research Asst. Goodsell

EDORDA: 311-2902-50200-10-300775-11389

Position Type: Single incumbent

Department: Physics

Supervisor: Anne Goodsell

Description:

Position Number: 901675

Position Title: DLA Research Asst. Lourie

EDORDA: 311-2601-50200-10-202153-11646

Position Type: None

Department:

Supervisor: Peter Lourie

Description:

Position Number: 901676

Position Title: PoP B&E Accounting TA/Grader Magri

EDORDA: 311-2140-50200-10-000000-11602

Position Type: Pooled

Department: 2601 Prof of the Practice

Supervisor: Annie Magri

Description: This job requires a commitment to provide tutoring twice a week for a period of 2 hours each with the purpose of helping students with any concepts covered in class and to navigate McGraw-Hill's Connect online application. Knowledge of Excel is required, as one of the TAs will be asked to give an Excel workshop (by agreement) in addition to assisting with grading of the class project (report content and Excel proficiency) toward the end of the semester.

Job requirements:

Completion of Accounting, Budgeting and the Liberal Arts, INTD 0116A. Tutoring and/or grading portions of the job can be done in-person, remotely or hybrid.

Position Number: 901677

Position Title: Lecture Teaching Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Biology

Supervisor: Glen Ernstrom

Description:

Position Number: 901682

Position Title: FRAF Research Asst. Eppelshe

EDORDA: 311-2911-50200-10-000000-12978

Position Type: Single incumbent

Department: German

Supervisor: Natalie Eppelsheimer

Description:

Position Number: 901683

Position Title: UCRF Research Asst. Kramer

EDORDA: 311-2911-50200-10-000000-11176

Position Type: None

Department:

Supervisor: Michael Kramer

Description:

Position Number: 901686

Position Title: FRAF Research Asst. Carpenter

EDORDA: 311-2911-50200-10-000000-11306

Position Type: None

Department: Economics

Supervisor: Jeff Carpenter

Description:

Position Number: 901688

Position Title: FRAF Research Asst. Feldman

EDORDA: 311-2911-50200-10-000000-11594

Position Type: None

Department:

Supervisor: Irina Feldman

Description:

Position Number: 901689

Position Title: FRAF Research Asst. Yeaton

EDORDA: #N/A

Position Type: #N/A

Department: Theatre

Supervisor: Dana Yeaton

Description:

Position Number: 901694

Position Title: Research Asst. Yuen

EDORDA: 314-2001-50200-10-213103-00000

Position Type: Single incumbent

Department: Political Science

Supervisor: Amy Yuen

Description:

Position Number: 901695

Position Title: Research Asst. Thomsen

EDORDA: 311-2902-50200-10-110025-13906

Position Type: Single incumbent

Department: Women's and Gender Studies

Supervisor: Carly Thomsen

Description:

Position Number: 901697

Position Title: Summer Research Asst. Winslett

EDORDA: 311-2911-50200-10-000000-13657

Position Type: Single incumbent

Department: Political Science

Supervisor: Gary Winslett

Description:

Position Number: 901698

Position Title: Summer Research Asst. Jenkins

EDORDA: 311-2902-50200-10-205393-00000

Position Type: Single incumbent

Department: Dance

Supervisor: Laurel Jenkins

Description:

Position Number: 901699

Position Title: Summer Research Asst. Howarth

EDORDA: 311-2121-50200-10-000000-00000

Position Type: Single incumbent

Department:

Supervisor: Jeff Howarth

Description:

Position Number: 901702

Position Title: MATH TA/Grader

EDORDA: 311-2911-50200-10-000000-11265

Position Type: None

Department: Mathematics

Supervisor: Jamie Robertson

Description: Typically, this job requires a commitment to grade assignments promptly, up to 4 each week. Additionally, or instead of, this year faculty may need assistance with other aspects of the course, by agreement. This position is approved for remote work from within the United States only.

Position Number: 901706

Position Title: UCRF Research Asst. Armanios

EDORDA: 311-2911-50200-10-000000-11326

Position Type: None

Department: History

Supervisor: Febe Armanios

Description:

Position Number: 901707

Position Title: UCRF Research Ast. L'Roe

EDORDA: 311-2911-50200-10-000000-11275

Position Type: None

Department: Geography

Supervisor: Jessica L'Roe

Description:

Position Number: 901708

Position Title: UCRF Research Ast. Gonzalez Zenteno

EDORDA: 311-2911-50200-10-000000-10948

Position Type: None

Department:

Supervisor: Gloria Gonzalez Zenteno

Description:

Position Number: 901709

Position Title: UCRF Research Ast. Hernandez-Romero

EDORDA: 311-2911-50200-10-000000-11157

Position Type: None

Department:

Supervisor: Marissel Hernandez Romero

Description:

Position Number: 901710

Position Title: FRAF Research Ast. Biancosino

EDORDA: 311-2911-50200-10-000000-11216

Position Type: None

Department: Theatre

Supervisor: Michole Biancosino

Description:

Position Number: 901711

Position Title: FRAF Research Ast. Ayoub

EDORDA: 311-2911-50200-10-000000-14724

Position Type: None

Department: Arabic

Supervisor: Dima Ayoub

Description:

Position Number: 901714

Position Title: FRAF Research Asst. Gupta

EDORDA: 314-3342-50200-10-000000-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Hemangini Gupta

Description:

Position Number: 901715

Position Title: Custodial Helper

EDORDA: 311-2911-50200-10-000000-14726

Position Type: Pooled

Department: Facilities Services

Supervisor: Sierra Lane

Description:

Position Number: 901718

Position Title: FRAF Research Asst. Giaimo

EDORDA: 311-2911-50200-10-000000-14725

Position Type: None

Department:

Supervisor: Genie Giaimo

Description:

Position Number: 901719

Position Title: FRAF Research Asst. Bergman

EDORDA: 311-2911-50200-10-000000-11152

Position Type: None

Department: English & American Literatures

Supervisor: Megan Mayhew-Bergman

Description:

Position Number: 901720

Position Title: FRAF Research Asst. Baird

EDORDA: 311-2911-50200-10-000000-11348

Position Type: None

Department:

Supervisor: Brandon Baird

Description:

Position Number: 901721

Position Title: FRAF Research Asst. Cronise

EDORDA: 311-2911-50200-10-000000-11326

Position Type: None

Department: Psychology

Supervisor: Kim Cronise

Description:

Position Number: 901722

Position Title: FRAF Research Asst. L'Roe

EDORDA: 311-2911-50200-10-000000-11251

Position Type: None

Department: Geography

Supervisor: Jessica L'Roe

Description:

Position Number: 901724

Position Title: FRAF Research Asst. Essig

EDORDA: 311-2911-50200-10-000000-11478

Position Type: None

Department: Women's and Gender Studies

Supervisor: Laurie Essig

Description:

Position Number: 901725

Position Title: UCRF Research Asst. Nelson

EDORDA: 311-2902-50200-10-110025-14464

Position Type: None

Department: Geography

Supervisor: Peter Nelson

Description:

Position Number: 901734

Position Title: STRT Research Asst. Lyford

EDORDA: 311-2911-50200-10-000000-13304

Position Type: None

Department: Mathematics

Supervisor: Alex Lyford

Description:

Position Number: 901735

Position Title: FRAF Research Asst. Theatre

EDORDA: 311-2911-50200-10-000000-00000

Position Type: None

Department: Theatre

Supervisor: Alex Draper

Description:

Position Number: 901736

Position Title: FRAF Research Asst. Elisha

EDORDA: 311-2911-50200-10-000000-11420

Position Type: None

Department: Psychology

Supervisor: Isabella Elisha

Description:

Position Number: 901737

Position Title: Research Asst. FMC

EDORDA: 311-2911-50200-10-000000-11342

Position Type: None

Department:

Supervisor: Jason Mittell

Description:

Position Number: 901738

Position Title: UCRF Research Asst. Sanchez

EDORDA: 311-2911-50200-10-000000-11140

Position Type: None

Department: Writing Program

Supervisor: James Chase Sanchez

Description:

Position Number: 901739

Position Title: FRAF Research Asst. Christman

EDORDA: 311-2125-50200-10-000000-00000

Position Type: None

Department: Computer Science

Supervisor: Ananya Christman

Description:

Position Number: 901741

Position Title: Student Interviewer- German

EDORDA: 311-2140-50200-10-530259-00000

Position Type: None

Department: German

Supervisor: Florence Feiereisen

Description:

Position Number: 901745

Position Title: NSCI REsearch Asst. Crocker

EDORDA: 311-2911-50200-10-000000-11514

Position Type: None

Department:

Supervisor: Amanda Crocker

Description:

Position Number: 901748

Position Title: JAPN FRAF Research Asst. Abe

EDORDA: 311-2911-50200-10-000000-11474

Position Type: None

Department: Japanese Studies

Supervisor: Sayaka Abe

Description:

Position Number: 901752

Position Title: FRAF Research Asst. Porteous

EDORDA: 311-2911-50200-10-000000-11389

Position Type: None

Department: Economics

Supervisor: Obie Porteous

Description:

Position Number: 901753

Position Title: FRAF Research Asst. Lourie

EDORDA: 311-2911-50200-10-000000-14832

Position Type: None

Department: English & American Literatures

Supervisor: Peter Lourie

Description:

Position Number: 901757

Position Title: FRAF Research Asst. Kimambo

EDORDA: 314-3254-50200-10-000000-00000

Position Type: None

Department: Geography

Supervisor: Niwaeli Kimambo

Description:

Position Number: 901765

Position Title: Nordic SnowMaker

EDORDA: 311-2401-50200-10-000000-00000

Position Type: None

Department: Rikert Nordic Center

Supervisor: Mike Hussey

Description:

Position Number: 901533

Position Title: Library Research and Instruction Assistant

EDORDA: 311-2902-50200-10-110025-14460

Position Type: None

Department: Library

Supervisor: Carrie Macfarlane

Description: Essential Functions:

*Support the creation and maintenance of library research guides, web pages and other instructional materials, for example by performing link-checking and correction, data entry, and proofreading

*Educate students and other researchers in library and information skills, for example by assisting librarians with preparation for course-related workshops, events and displays

*Seek feedback on library services and resources, for example by assisting librarians with user testing

General Responsibilities:

*Accept direction from supervisors

*Work cooperatively with others in the library

*Contribute expertise, enthusiasm and creative thinking to the Research & Instruction Workgroup and the library

Knowledge, Skills and Abilities:

*Technical skills and a willingness to develop new competencies are required.

*Interpersonal skills and ability to work in a team oriented environment are required.

*Excellent oral and written communication skills are required.

*Creativity, flexibility and a willingness to develop new competencies are required.

Experience:

*Library work experience is preferred but not required.

*Library research experience is preferred but not required.

Other:

*Interest in learning about library career possibilities is preferred but not required

Position Number: 901529

Position Title: Research Asst. Artunc Skilled

EDORDA: 314-2001-50200-10-211053-10934

Position Type: None

Department: Economics

Supervisor: Cihan Artunc

Description:

Position Number: 901766

Position Title: Research Assistant: Social Science Research Methods Project

EDORDA: 312-4301-50200-10-530277-00000

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Lisa Gates

Description: Responsibilities:

The research assistant (RA) works closely with a team of faculty and staff, undergraduate and graduate research assistants from Middlebury College and the Middlebury Institute of International Studies at Monterey in developing online learning modules for social science research methods. In the process, RAs will be engaged in research of materials related to social science methods, identification of materials for integration into online instructional content, working with project members to incorporate material into an online environment, and working with testing and assessment of the learning modules. We are hoping to hire 1-2 RAs for J-term and/or spring semester, with a possibility of continuing during the summer. Our current work focuses on surveys and interviews.

Preferred candidates have experience with surveys and other social science research methods (experience may include coursework, independent research, and/or previous experience as a research assistant), the ability to work with WordPress and a facility with textual and visual material. We expect

strong verbal and written communication skills, attention to detail, and the ability to collaborate and work effectively in team-based remote work environments as well as independently. RAs must be able to take initiative, be interested in continuing their own learning, and work well with and without supervision.

To apply: submit cover letter, resume and unofficial transcript. Application review begins week of 1/19. Selected applicants will be invited to interview.

Eligible for remote work from within the United States only.

Position Number: 901770

Position Title: CTEC Research Assistant - Portuguese

EDORDA: 311-2110-50200-10-510298-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor:

Description: This is a remote position. CTEC is seeking a qualified student to hire as a Portuguese language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco. Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Brazilian social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Brazil.

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Portuguese reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Position Number: 901788

Position Title: Lake Research Assistant

EDORDA: 314-1304-50200-10--

Position Type: Single incumbent

Department: Biology

Supervisor: Eric Moody

Description: Essential Functions:

The successful applicant will assist with USDA-funded research examining the success (or lack thereof) of restoration projects in Iowa lakes. The student will work primarily with an existing dataset of Iowa lake biological and chemical data and with complementary lake restoration reports and other primary data sources to complete this project, but opportunities for lab and/or fieldwork may develop from the position.

General Responsibilities:

The primary responsibility will be to compile information about Iowa lake restoration projects and use this information in conjunction with long-term lake monitoring data to work with the faculty supervisor to study what explains why some lake restoration projects are more successful than others and the implications for how resources for lake restoration are distributed.

Knowledge, Skills and Abilities:

As the work will primarily be computer-based, general familiarity with computer systems and Microsoft Office will be required. Students with a general interest in lake ecology, conservation, environmental justice, and/or the human health implications of lake eutrophication and harmful algal blooms will be particularly competitive. The Moody lab aims to foster a positive learning and working environment for students with any background or experience, thus applications from any student interested in the project are welcome regardless of previous experience.

Experience:

No prior experience with lake ecology or data analysis is required. However, experience using R to work with and analyze data or a willingness to learn is preferred.

Position Number: 901791

Position Title: SEO/HR Assistant Skilled

EDORDA: 311-2902-50200-10-110025-11367

Position Type: Single incumbent

Department: Human Resources (Middlebury)

Supervisor: Samantha Flint

Description: SEO/HR Assistants are expected to interact with a variety of constituents including staff, faculty, parents, students and community members with a mature and professional demeanor. Students in this position will manage the office; serving as a friendly and professional customer service

representative. Student must work independently and is solely responsible for providing coverage when the staff Specialist is away. Student will undergo in-depth training in order to clearly and confidentially answer questions and process time sensitive data.

Student is responsible for handling emails, phone calls, confidential information and walk in traffic.

Must take initiative and have a high level of responsibility in order to keep up with the continuous influx of data.

Must sign a confidentiality agreement and maintain strict confidentiality.

General Responsibilities

- Function as knowledgeable and helpful front line of support
- Open and sort mail, date stamp incoming forms
- File, scan, photocopy and shred documents
- Data entry
- Assist employees with completing various forms, checking forms for completeness and accuracy
- Maintain clean and orderly work area
- Process written and verbal employment verification
- Answer the phone, take messages and/or direct callers to the appropriate person
- Triage SEO email inbox
- Other duties as assigned

SEO Specific Responsibilities

- Assist students with their employment search
- Complete the necessary forms in INB to create employment records
- Manage cross-departmental communications to ensure accurate records
- Review and approve forms that supervisor submit electronically
- Maintain files and ensure that they are shredded when appropriate as directed by our record retention policy
- Assist students with Time Entry and answer a wide range of questions regarding employment
- Maintain the Off Campus Job Posting page on the Website
- Send out Van Driver and Crowd Control Manager Requests as appropriate
- Assist staff supervisors with all aspects of the hiring and supervising processes; including troubleshooting BannerWeb problems

- Answer emails professionally and in a timely and consistent manner
- Direct entry into Oracle HCM

Experience and Qualifications

- Outstanding phone and interpersonal skills necessary
- Prior telephone and office experience desired; customer service experience preferred
- Must be comfortable interacting with a diverse group of customers in a fast-paced, occasionally stressful, office setting
- Willing to take direction and able to work without direct supervision
- Excellent attention to detail
- A strong work ethic and a high level of reliability
- Self-motivation and independent working skills
- Word processing and database management; familiarity with Oracle, google docs, PeopleAdmin and Drupal.
- Strong interpersonal skills, a calm and friendly demeanor, patience and a willingness to help others are a must
- Ability to recognize and maintain confidential information required
- Initiative in getting work done
- 1-2 years experience in entry SEO position

This position is approved for remote work within the United States only.

Position Number: 901537

Position Title: Research Asst. Sargent

EDORDA: 311-2001-50200-10-303011-14947

Position Type: Single incumbent

Department: Economics

Supervisor: Kristina Sargent

Description:

Position Number: 901786

Position Title: Summer Faculty Assistant - Finney

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: Janet Wiseman

Description: Essential Functions:

A summer assistant will work closely with visiting Scholar-in-Residence faculty member Carolyn Finney and provide research and some administrative assistance in support of research projects (including designing and implementing an on-campus symposium for spring 2021, gathering information for future articles to be written, course preparation, etc.). Tasks may include on-line research, designing programming, reaching out to prospective symposium participants, managing symposium logistical details, brainstorming ideas with faculty member, etc.

General Responsibilities: Please see above

Knowledge, Skills and Abilities:

Strong verbal and written communication skills, attention to detail, and the ability to collaborate and work effectively with faculty member as well as independently. A research assistant must be able to take initiative, be interested in continuing their own learning, and work well with and without supervision.

Experience:

This research assistant should have experience with and passion for environmental justice issues (classes and/or community/volunteer experience).

- Excellent interpersonal and communication skills.
- Strong attention to detail.
- Ability to remain organized while balancing multiple priorities and tasks.
- Self-motivated and reliable.
- Ability to work independently and proactively on projects.
- Ability to maintain confidentiality as necessary

Knowledge Desired:

- Basic computer skills, proficiency in MS Word, Excel, Outlook.

Background knowledge of Environmental Justice issues

Position Number:

Position Title: Food Truck Associate

EDORDA: 314-3321-50200-10--

Position Type: Single incumbent

Department:

Supervisor:

Description:

Position Number: 901789

Position Title: Food Truck Associate

EDORDA: 311-1106-50200-10--12085

Position Type: Single incumbent

Department: Retail Food Operations

Supervisor: Jennifer Stratman

Description: Essential Functions:

In many ways, because the food truck has only one serving window, you will often be the customer's first impression of the business. Professionalism is indispensable.

We are looking for someone quick to welcome customers and ready to place their order, because fast service is going to be just as important as quality service.

When taking pre-orders from customers inline, taking payment and giving change at the window, or calling out and delivering completed orders, fast and friendly service is always essential.

General Responsibilities:

Cashier: You will need to learn our seasonal menu items as well as have a reasonable working knowledge of how they are made and served, so you may accurately answer customers' questions about them. You will be trained on using our cash register and point of sale system to ring in orders correctly and provide precise change.

Expediter/Food Runner: During excessively busy times, this position will pivot to taking pre-orders from customers further down the line to help the "kitchen" get ahead. So knowledge of our menu will also be important for this position. At the same time, completed orders will need to be delivered to customers to prevent congestion from forming at the front of the truck.

Knowledge, Skills and Abilities:

Basic math is needed for cashiering, and some straightforward food knowledge for customer service is a plus. Most skills will be taught during training, so positivity is the fundamental skill.

Experience:

Food service/food truck experience isn't required but it is appreciated. Excellent customer service is the primary job function, so communication skills and a positive attitude are necessary. Retail work experience will also be a plus, but not mandatory.

Other:

Life is hard enough. Working here should not be. The language we use should always be compassionate and inclusive. When conversing with each other and our customers, the rule of thumb will always be 1. Is it true? 2. Is it kind? 3. Is it helpful?

Position Number: 901792

Position Title: Civil Rights & Title IX Intern

EDORDA: 311-2143-50200-10--

Position Type: Single incumbent

Department:

Supervisor: Marti McCaleb

Description: Essential Functions:

Provides administrative and programming support for education and prevention programming surround sexual harassment, sexual misconduct, and other prohibited harassment and discrimination. Position will work closely with the Civil Rights and Title IX Coordinator to develop and administer programs and educational initiatives.

General Responsibilities:

Update web-based information on sexual and dating violence resources, reporting options, and complaint/investigation procedures;

Assist with the adaptation of prevention and education materials to meet the specific needs of our students, faculty and staff at all Middlebury locations;

Research and develop programming initiatives;

Research policies and best practices on a variety of civil rights related topics;

Assist with meeting and event planning, preparation of materials, etc.

Knowledge, Skills and Abilities:

graphic design; written and interpersonal communication skills; high-level organizational skills; self-directed.

The ideal candidate will have a strong interest in the area of civil rights, anti-discrimination, and/or sexual violence prevention and response and will have been involved at some level in related initiatives at Middlebury.

Experience:

1. Experience with graphic design, including print materials and Web-based design;
2. Excellent written and interpersonal communication skills and organizational skills;
3. Experience conducting research in various areas—policies, products, printing approaches, etc.—and presenting the choices coherently and with a well-reasoned recommendation.

Other:

Availability of at least 5 hours per week to commit to this position. High level of self-direction; excellent phone skills for additional research.

Note: This position will NOT be exposed to or involved with any confidential Civil Rights or Title IX investigations; however, you will work closely with the CRTIX Coordinator, HROs, and senior administrators. Ability and willingness to maintain strict confidentiality necessary. Candidate will be required to undergo specialized training and sign confidentiality/non-disclosure agreement prior to beginning work.

Position Number: 901793

Position Title: Habitat Housing Design Tech TA

EDORDA: 311-2110-50200-10--10030

Position Type: Single incumbent

Department:

Supervisor: John McLeod

Description: Essential Functions:

Assist the professor with training the students in the Habitat Housing Design course in AutoCAD and Revit programs for computer drafting, modeling, and rendering. Beyond training, the TA will assist the professor in guiding and advising the students in using the software to develop the house designs, conduct construction cost estimating, obtain necessary permits, and produce the construction drawings for the next two Habitat for Humanity houses to be built in Addison County.

General Responsibilities:

Attend the two weekly class meetings and assist with teaching--in person for as long as that is allowed, and remotely if necessary. Prepare for each class with the professor, review the progress of the ongoing work with the professor, and manage files.

Knowledge, Skills and Abilities:

Knowledge, skill, and experience with the complex and high-powered industry programs AutoCAD and Revit are critical to this job.

Experience:

Experience working with AutoCAD and Revit on real projects, preferably in an architecture firm, is a must. Experience in past Habitat for Humanity Housing Design courses is strongly preferred.

Other:

Beneficial attributes:

- Experience with construction and how things get built.
- Architectural Studies major.
- A willingness to work hands-on with students and help train and guide them

Position Number: 901796

Position Title: BIOL 145 Lecture Tutor

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: Biology

Supervisor: Greg Pask

Description: Essential Functions:

Tutors for the lecture section of Cell Biology and Genetics (BIOL 145) will be responsible for providing 1-2 hours of tutoring sessions per week for students currently enrolled in BIOL 145.

General Responsibilities:

Scheduled tutoring sessions will involve one-on-one or small group work with students to help them better understand the course material and prepare for exams. Additionally, tutors are expected to attend all lecture sessions for the course, and may be expected to help facilitate small group activities in class. Time attending lecture sessions will be considered work hours, for a total of 4-5 hours of work per week.

Knowledge, Skills and Abilities: (See Experience)

Experience:

To ensure familiarity with the material, applicants for these positions should have previously taken BIOL 145.

Any remote work is only available to employees within the United States.

Position Number: 901801

Position Title: CTEC Research Assistant - Korean

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position and will run for 12 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as a Korean language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Korean social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in South Korea.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Korean reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus

Position Number: 901800

Position Title: CTEC Research Assistant - Russian

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last 12 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as a Russian language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Russian social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Russia and Russian-speaking communities worldwide.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Russian reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus.

This position is approved for remote work from within the United States only.

Position Number: 901799

Position Title: CTEC Research Assistant - Japanese

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last 12 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as a Japanese language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Japanese social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Japan and Japanese-speaking communities worldwide.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Japanese reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus.

This position is approved for remote work from within the United States only.

Position Number: 901798

Position Title: CTEC Research Assistant - Arabic

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last 15 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as an Arabic language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Arabic-speaking social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Arabic-speaking communities worldwide.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Arabic reading, writing, and listening, with experience reading social media.

(Note: preference will be given to applicants with proficiency in one or more Arabic dialects. Please specify your proficiency level in both Modern Standard Arabic and dialects in application.)

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus.

This position is approved for remote work from within the United States only.

Position Number: 901803

Position Title: CTEC Research Assistant - Farsi

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last 12 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as a Farsi language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Farsi-speaking social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Iran and Farsi-speaking communities worldwide.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Farsi reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus.

Position Number: 901804

Position Title: CTEC Research Assistant - English

EDORDA: 312-4309-50200-10-530292-

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last roughly 5 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as a research assistant on a sponsored project. This RA will work closely with CTEC's Digital Research Lead and Deputy Director to help build a dataset of English-language extremist content from the Internet.

General Responsibilities:

Responsibilities include in-depth research of English-speaking extremist communities, compilation of a dataset of examples of extreme content, and written analysis.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College Student
- Strong written and verbal communication

Preferred Qualifications:

- An interest in studying extremist language and ideologies.
- Familiarity with online communities.

Experience: - Experience in journalism or social science research a plus.

This position is approved for remote work from within the United States only.

Position Number: 901802

Position Title: CTEC Research Assistant - Italian

EDORDA: 311-2141-50200-10-210383-10756

Position Type: Single incumbent

Department: GSIPM-MANPTS

Supervisor: Alex Newhouse

Description: Essential Functions:

This is a remote position that will last 15 weeks during the Fall 2020 semester. CTEC is seeking a qualified student to hire as an Italian language and extremism research assistant on a sponsored project. This RA will work closely with MIIS students, a MIIS language professor, and CTEC's Digital Research Lead to translate, localize, and research materials provided by a startup AI company in San Francisco.

General Responsibilities:

Responsibilities include translation of short but culturally sensitive documents, compilation of examples of extremist speech from Italian social media communities, and identification of extremist terms, slang, and ideologies that are prevalent in Italy and Italian-speaking communities worldwide.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Current Middlebury College student.
- Proficient in Italian reading, writing, and listening, with experience reading social media.

Preferred Qualifications:

- An interest in localization.
- An interest in studying extremist language and ideologies.
- Strong written and verbal communication.

Experience: - Experience in localization, translation, or journalism a plus.

This position is approved for remote work from within the United States only.

Position Number: 901790

Position Title: Food Studies Assistant

EDORDA: 311-2906-50200-10-303048-

Position Type: Single incumbent

Department:

Supervisor: Molly Anderson

Description: Write or solicit articles for regular Food Studies newsletters, including updates from alumni.

Lay out and publish regular Food Studies newsletters.

Help to organize Food Studies webinars or other events.

Help to raise the visibility and salience of the Food Studies Program.

Assist Food Studies Program director.

Knowledge, Skills and Abilities:

Solid knowledge of food systems and Vermont organizations involved in food system issues.

Excellent writing skills.

Lay-out and design skills.

Experience:

Must have some work experience with food or agricultural businesses, non-profits or government agencies.

Position Number: 901797

Position Title: Climate Action Fellowship

EDORDA: #N/A

Position Type: #N/A

Department: Environmental Affairs

Supervisor: Minna Brown

Description: Essential Functions:

Launching this fall, the Climate Action Fellowship program will offer students from various backgrounds and disciplines the opportunity to deeply engage in collaborative thinking and skill development on how to confront the climate crisis in meaningful ways. This Fellowship program is directly tied to Middlebury's new Climate Action Capacity Project under the umbrella of Environmental Affairs. Fellows will work together (and with partners and mentors) to identify their own roles and theories of change while supporting the engaged learning pillar of Energy2028. They will coordinate with groups on campus and in the community through a mix of defined projects and projects of their own design to envision pathways for all students to leave Middlebury with the knowledge, motivation, and capacity to act on climate change in just and equitable ways.

Eight fellows will comprise the initial cohort for the full academic year with the possibility to extend into summer 2021. This is a 5-10 hour per week paid position.

Visit [go/CACP](#) for more information about the Climate Action Capacity Project.

General Responsibilities:

Beginning in the fall, Fellows will focus on understanding roles, system leverage points, and theories of change. Throughout the year, Fellows will meet regularly as a group and individually with the Project Director as needed. They will also have access to mentoring and partnership opportunities depending on their needs and projects. Fellows will support the coordination and follow up surrounding the fall Energy2028 forum and will then spend winter and spring diving into their own team or individual projects.

Those projects may focus on a variety of themes including:

Working with departments, centers, and student groups on climate change integration

Planning and implementing communications efforts

Coordinating speakers, trainings, and other events

Working with data to better understand needs, opportunities, and impacts

Connecting with alumni on career pathways and toolkits

Connecting beyond Middlebury (other schools, external organizations, etc)

Project plans, opportunities to present progress, the development of institutional knowledge, and individual and collective next steps will provide grounding for work throughout the year.

Knowledge, Skills and Abilities:

This program seeks to broaden and deepen Middlebury's climate efforts. We hope to provide an inclusive space where students from many backgrounds and disciplines have a chance to tackle a topic that spans all topics and career paths. Knowledge, skills, and abilities that would support those efforts include: a basic understanding of climate change, a proven ability to work well in groups and individually, curiosity, and a sense of humor.

Facilitation, design (or other creative skills), project management, organizing, and assessment are all examples of helpful but by no means required skills.

Experience:

No experience is strictly required, and we hope to see applicants from across Middlebury departments, though a working knowledge of climate change, a proven desire to move from theory to action, and effective communication skills will enhance the experience.

Other:

Please submit your resume and a cover letter. In your cover letter, please consider the following questions:

How do you think change happens?

What does a better world look like to you?

How can Middlebury ensure that all students leave equipped to tackle climate change?

How might your work as a Fellow support that? What perspectives and backgrounds might you bring to the table?

What kind of work do you hope to do after graduation?

What questions do you have for us?

What other questions would you want to explore as a group/individual?

This position is approved for remote work within the United States only.

Position Number: Astronomy Music Specialist

Position Title: 901794

EDORDA: #N/A

Position Type: #N/A

Department: Physics

Supervisor: Jonathan Kemp

Description: The successful applicants will manage and oversee conception, design, creation, and production of musical works inspired by and to accompany astronomy and the Middlebury College Observatory atop McCardell Bicentennial Hall. Musical creations may be in or on a variety of media including both analog and digital, and may be acoustic, electronic, or synthetic. The successful applicants may be involved with the digitizing of analog objects to transform them to electronic formats, and may be involved with the conception, design,

>> creation, and preparation of video, materials, and products featuring these musical works. The successful applicants will work both independently and with the Telescope Specialist who manages the observatory, its telescopes, and its outreach program. Scheduling and hours for this position will be irregular and will require motivated, independent work. Applicants must have advanced proficiency with the principles and practices of telescopes and instruments, mastery of appropriate professional industry-standard physical instrumentation and digital creation software packages for music production, and intimate familiarity with the night sky. Applicants should have taken and excelled at PHYS 155 or PHYS 165, mastered concepts of observational astronomy and telescope operation as part of one of these courses, served as Astronomy Outreach Event Assistant, or should have advanced equivalent experience with telescopes and observational astronomy. Applicants filling this position should already possess and should have successfully demonstrated the required skills, proficiencies, and training corresponding to Astronomy Outreach Event Assistant.

Applicants will be responsible for creativity in expression and design.

Applicants should enjoy designing and creating compelling musical works for outreach programs to share their knowledge about and enthusiasm for astronomy with others.

Knowledge, Skills and Abilities: (see above)

Experience: (see above)

Position Number:

Position Title: 901795

EDORDA: 311-2904-50200-10-300812-

Position Type: Single incumbent

Department:

Supervisor:

Description:

Position Number: 901795

Position Title: NER Podcast Fellow

EDORDA: 311-2110-50200-10-000000-00000

Position Type: None

Department: New England Review

Supervisor: Carolyn Kuebler

Description: Essential Functions:

The Podcast Fellow will be responsible for recording, editing, and producing two episodes of the NER Out Loud podcast during the course of the semester, in consultation with the New England Review staff.

General Responsibilities:

The Podcast Fellow will select and record content from the New England Review journal; correspond with authors; write the script; serve as host (or record another student as host); edit the recordings, including intro and outro music; and finalize the file for posting to the public.

Knowledge, Skills and Abilities:

Audio recording and editing skills, and the ability to work independently, are required. Interest in contemporary literature is desired.

Experience:

Previous experience in creating a podcast is helpful, including experience with Adobe Audition or similar audio-editing software. Experience with podcast hosting is desired.

Other:

The Podcast Fellow will work independently for approximately 5 hours a week for 7 weeks.

During fall 2020 this will be a remote-worker position, so meetings will be held over Zoom and editing work must be completed on a personal or college-owned computer.

This position is approved for remote work from within the United States only.

Position Number: 901534

Position Title: BIOL 140 Lecture TA

EDORDA: 311-2135-50200-10--

Position Type: Single incumbent

Department: Biology

Supervisor: Kirsten Coe

Description: Essential Functions:

This position will assist the Biology 140 lecture professor with instruction, office hours, and assessment.

General Responsibilities:

The duties could include: attending all lecture meetings, holding office hours, leading in-class exercises, giving portions of lectures, and grading assignments. Specific duties will vary depending which professor is teaching the class in a given semester.

Knowledge, Skills and Abilities: (See Experience)

Experience:

Qualifications: Must have taken Biology 140 with a grade of B or higher and approval of Biology 140 professor.

Other:

Posting the New Position: I plan to post this position right away.

Position Number: 901807

Position Title: Psychology TA-Moeller

EDORDA: 313-2251-50200-10-630182-00000

Position Type: None

Department: Psychology

Supervisor: Peter Moeller

Description: Essential Functions:

Provide peer support for students in PSYC 216

Support professor in course administrative work

General Responsibilities:

Provide logistics support for online class

Coordinate REVEL and build out MS Teams

Attend classes and offer peer support on projects

Meet with student teams to assist in project support

Manage administrative functions

Knowledge, Skills and Abilities: Knowledge of MS Teams, REVEL

Experience: Must have successfully completed PSYC 216

This position is approved for remote work from within the United States only.

Position Number: 901808

Position Title: Beyond the Page Teaching Artist

EDORDA: 311-2124-50200-10--

Position Type: Single incumbent

Department: President's Office

Supervisor: Craig Maravich

Description: Beyond the Page (BtP) is a new initiative at Middlebury College started by The Bread Loaf School of English and led by Craig Maravich. This project partners with professional actors/teaching artists, faculty and students to embed theatre arts practices across the undergraduate and graduate curriculum to cultivate an exceptionally high level of student engagement as well as of intellectual risk-taking, acuity, and trust. It enables students and faculty to develop ideas and entertain diverse perspectives as part of a learning community and revolutionize what learning and teaching in the liberal arts can be. The Teaching Artist Intern is a paid position and will have the opportunity to be involved in this process on multiple levels. This position will work closely with and learn from the Program Director and visiting Faculty Artists in the development of theater practices and teaching artist pedagogy in multiple undergraduate classrooms. This position will also work closely with the Program Associate to document the practices used in each classroom to help create an archive and aid in creating marketing materials and develop other avenues of promoting this work. Opportunities for mentorship and learning

by doing with a cohort of professional artists will also be available during training sessions, weekly meetings, and artist residencies on campus

GENERAL RESPONSIBILITIES - (1-5 hours per week)

- Weekly Beyond the Page meeting with program director, and program associate.
- Attend 1-2 retreats and trainings with entire Beyond the Page team
- Document select classroom visits. This includes taking photos and video of visits as well as acting as a model participant during visits.
- Collaborate in the planning and implementation of select classroom work as a teaching artist.
- Opportunities to implement marketing/branding strategy that may include website, promo video creation and other avenues to promote and tell the story of this program. BtP Interns run the social media for BtP and we are looking for more opportunities to increase our online presence and reach.

KNOWLEDGE, SKILLS, AND ABILITIES

- Theatre experience as an actor or director OR strong interest in education OR creative learning practices, and/or working knowledge of pedagogy
- Ability to collaborate and think creatively
- Familiarity with Microsoft Office and google documents
- Ability to write concisely
- Working knowledge or strong interest in media and social media creation and strategies.

EXPERIENCE

- At least 1 year of college courses completed.
- Experience and completed courses/training in theatre OR other arts-based courses encouraged.
- Interest/experience in some elements of basic marketing i.e. video promotion/production, social media, web design, etc.

OTHER

- A desire to be a part of an evolving new program at the college and a passion for creative learning opportunities that connect multiple artistic and academic modalities.

Position Number: 901805

Position Title: French Asst.

EDORDA: 311-2111-50200-10--12881

Position Type: Single incumbent

Department: French

Supervisor: Jolene Newton

Description: Essential Functions:

Make sure students respect language pledge and speak only French. Organize casual events about France and Francophone world for house residents--films, meals, games, etc.

General Responsibilities:

Language pledge: making sure only French is spoken between residents;

Francophone activities: organize weekly events (ciné-club, crêpes night, etc.);

Cooperation with faculty members of French and Francophone Studies.

Knowledge, Skills and Abilities:

Advanced student in French and Francophone Studies with excellent command of French or native Francophone.

Experience:

Knowledge of Francophone world, either through advanced coursework or native fluency.

Other: Preferably reside in Maison française.

Position Number: 901806

Position Title: CHEM 0322 Teaching Assistant

EDORDA: 311-1201-50200-10-301117-

Position Type: Single incumbent

Department: Chemistry/Biochemistry

Supervisor: Lindsay Repka

Description: Essential Functions:

Facilitating CHEM 0322 problem sessions by providing guidance and feedback to participating students. These problem sessions are designed as an opportunity for students to work together on problem sets.

General Responsibilities:

- Run weekly problem sessions for CHEM 0322
- Meet with supervisor before each problem session to review relevant material

Knowledge, Skills and Abilities: • Biochemistry

- Organic Chemistry

Experience: Must have completed CHEM 203 and CHEM 322

Position Number: 901809

Position Title: Engaged Listening Project assistant

EDORDA: 311-2129-50200-10-000000-

Position Type: Single incumbent

Department: Political Science

Supervisor: Sarah Stroup

Description: Essential Functions:

Provide administrative support, conduct research, and engage in community outreach with the ELP faculty director, all with the aim of advancing dialogue in and out of the classroom.

General Responsibilities:

Maintain website (go/ELP)

support Off-Campus Podcast

administer student surveys

Research and share resources with Faculty Fellows

Knowledge, Skills and Abilities:

familiarity with academic literature

organization and independence

basic WordPress skills

willingness to learn on the job

Position Number: 901811

Position Title: Portuguese Teacher Assistant

EDORDA: 314-2001-50200-10-303055-

Position Type: Single incumbent

Department: Spanish and Portuguese

Supervisor: Jennifer Nuceder

Description: Essential Functions:

5 hours of weekly conversation with Portuguese House residents, through spontaneous interaction or scheduled informal events with only residents. The latter may include cooking, media consumption/discussion, and organized conversations on social/ historical/cultural topics from the Lusophone world.

General Responsibilities: none

Knowledge, Skills and Abilities: Advanced Portuguese language speaking ability.

Experience: Portuguese language

Position Number: 901810

Position Title: Twilight Senior Fellow

EDORDA: 311-2135-50200-10--

Position Type: Single incumbent

Department:

Supervisor: Daniel Silva

Description: Essential Functions:

Under the supervision of the Director of the Twilight Project, the Twilight Senior Fellow is a part-time, one-year term student position, with the possibility of renewal. The Senior Fellow will assist in implementing the Twilight Project, including administrative, operational, and technical tasks associated with research fellows and programming. The selected candidate will work with the Twilight Project Director to handle outreach, website maintenance, social media strategy, budgeting, and general administrative support.

General Responsibilities:

In consultation with the Twilight Director and/or Executive Commission:

- Assist with the Twilight Student Research Fellowship including promotion, recruitment, and oversight
- Assist in planning the Twilight events
- Carry out plans for effective outreach, including, but not limited to social media, physical and online exhibitions, and events
- Create and enhance Web and social media resources to support the Twilight Project
- Compile news and alumni stories to help maintain a strong social media presence

Knowledge, Skills and Abilities:

- Strong interpersonal, organizational, and marketing skills
- A person who thrives in a largely unstructured setting
- Highly motivated and goal-oriented
- Ability to work independently and flexibly, ability to set priorities; ability to solve problems quickly and creatively
- Excellent computer and software skills: Google Suite; Drupal Web editing; MS Office; social media; graphic design a plus
- Familiarity with Addison County, arts and cultural organizations, and area K-12 schools, also a plus.

Experience:

Demonstration of academic and experiential understanding of issues related to diversity and inclusion, equity, and social justice.

Position Number: 901807

Position Title: Psych TA-Moeller

EDORDA: 314-2002-50200-10-000000-

Position Type: Pooled

Department: Psychology

Supervisor: Robert Moeller

Description: Essential Functions:

Provide peer support for students in PSYC 216

Support professor in course administrative work

General Responsibilities:

Provide logistics support for online class

Coordinate REVEL and build out MS Teams

Attend classes and offer peer support on projects

Meet with student teams to assist in project support

Manage administrative functions

Knowledge, Skills and Abilities: Knowledge of MS Teams, REVEL

Experience: Must have successfully completed PSYC 216

Position Number: 901813

Position Title: Digital TA

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Joseph Antonioli

Description: Essential Functions:

About DLINQ

The mission of the Office of Digital Learning & Inquiry (DLINQ) is to explore and create digital practices and spaces that advance the transformative potential of education in students' lives, and to advance digital fluency and critical engagement with the digital at Middlebury. Student employees play a key role in the Office of Digital Learning & Inquiry's (DLINQ) student engagement program which centers student learning that, as an extension of the mission and reach of our office, applies equally to and serves to unify and connect students across Middlebury programs. As such, DLINQ digital teaching assistants and interns are actively engaged with DLINQ staff, project partners, and one another as peer mentors in ways that engage their curiosity, advance and prioritize their learning, and foster their sense of cross-institutional community. Lead interns are selected because of their leadership potential, interest in developing their digital fluency, and demonstrated effectiveness in dynamic and collaborative work environments.

Responsibilities

Under the supervision of a DLINQ staff member, the primary function of the Digital Teaching Assistant (DTA) is to support a small cohort of instructors and courses in successful online or hybrid delivery by providing technological and instructional support in partnership with the course professor. This position will include technology support for the faculty member, peer mentoring of other students, tech-related communications, following FERPA requirements and honoring student confidentiality. This position does not include grading or assessment of learning.

General Responsibilities:

Faculty & Class Support: General faculty support to ensure faculty are prepared to design and lead class sessions online, including but not limited to: course planning, attending class (online) as requested by faculty, supporting online learning environment needs – before, during, and after class meetings.

Helping manage course technologies, posting course resources/readings/materials, online research and supplemental resources, creating handouts, etc. Researching and sharing ideas for online class facilitation (in consultation with DLINQ) and bringing content to online learning environments.

Technology Support: Updating course Canvas site and managing other technologies (e.g. FlipGrid, Google Docs, Polls, etc.) as relevant for the course. Updating and posting documents, reviewing dates, schedule, and details on Canvas. Checking for accuracy and content visibility.

Peer Mentoring/DTA Office Hours: Availability to meet with students outside of class by appointment to help students work through tech challenges, and keep a pulse on any concerns that might arise, while honoring student confidentiality and FERPA regulations.

General Faculty-Student Liaison: Listen and share ideas to bridge instructors and students, help support a positive learning environment, ask questions to clarify information with instructors, be proactive with ideas that will benefit student learning and manage expectations, etc.

Knowledge, Skills and Abilities:

Required Experience & Qualifications:

Familiarity with technology; willingness to quickly learn Canvas and other commonly used curricular technologies including Zoom, Panopto, Google Drive and Microsoft O365, as well as comfort soliciting for assistance from DLINQ staff or Canvas Support as needed to support online learning environments.

Strong written and oral communication skills

Comfort with remote teamwork and collaboration

Attention to detail. Able to work independently

Must be in good academic standing and maintain satisfactory academic progress toward degree completion throughout the duration of the position.

Experience:

Preferred Qualifications:

A quick learner with a positive attitude and a growth mindset.

Familiarity with FERPA guidelines and Middlebury's computing policies.

Prior technology support experience and/or experience coordinating or facilitating online learning (meetings, professional development, classes, etc.) preferred, but not required.

Position Number:

Position Title: 901665

EDORDA: 311-2601-50200-10-202153-12081

Position Type: Single incumbent

Department:

Supervisor:

Description:

Position Number: 901665

Position Title: PoP TA/Grader Nguyen

EDORDA: 314-0000-50200-10-000000-14983

Position Type: Single incumbent

Department:

Supervisor: Tim Nguyen

Description:

Position Number: 901814

Position Title: Dining Assistant

EDORDA: 311-2902-50200-10-110025-14462

Position Type: Single incumbent

Department:

Supervisor: Shannon Bohler

Description: Support food service operations at dining halls in a variety of roles that may include line management and general guidance for fellow students about protocols and expectations. Additionally, assisting with keeping spaces clean and surfaces sanitary. This is an active and dynamic position that supports dining services' overall goals to provide meals in a safe, healthy and friendly manner.

This position has shifts available all week, 11am–2pm and 5pm–8pm at Atwater, Ross, and Proctor dining halls.

Job duties include:

- Providing clear and friendly directions regarding the food line, spacing between students, appropriate mask-wearing, where the correct exits are and other parameters of the Middlebury College health code.
- Assisting Dining staff with tasks as requested: collect and deliver reusable containers; restocking supplies or food service as needed.
- Students may be stationed inside or outside the dining hall, as needed.
- Students may be cross-trained to assist other student Health and Safety officers with student activities events.

Required training:

- Crowd Manager training—one hour, paid
- Safe Colleges training modules—one hour paid

- Shadowing student mentor—two hours paid

Position Number: 901820

Position Title: Research Assistant - Rao

EDORDA: 311-2110-50200-10-510310-00000

Position Type: Pooled

Department: Economics

Supervisor: Akhil Rao

Description: Essential Functions:

Beta test assignments; post materials to Rpubs and course website; update course website; write up code for assignments; discuss course design with instructor of record.

General Responsibilities: Assist in course development.

Knowledge, Skills and Abilities:

Necessary KSAs: Knowledge of statistics at least at the ECON 210 level; ability to work independently; knowledge of R and RStudio; ability to knit documents and publish to Rpubs

Experience: Necessary experience: RStudio, particularly with tidyverse; Rmarkdown; Wordpress.

Other: Ideal candidate will be interested in course development and teaching pedagogy

Position Number: 901819

Position Title: Research Assistant - Allen

EDORDA: 311-2116-50200-10-510306-00000

Position Type: Single incumbent

Department: Biology

Supervisor: David Allen

Description: Essential Functions:

Work in the Allen lab to study tick ecology. Functions could include: sampling for ticks, processing camera trap pictures, sampling for small mammals, and writing R code for a tick population dynamics model.

General Responsibilities:

Responsibilities will differ depending on specifics of position. Could be driving to tick sampling sites and drag cloth sampling or Sherman live trapping for small mammals. Or could be writing R code for the model.

Knowledge, Skills and Abilities: Basic ecology (from BIOL00140). Some positions will require experience with R.

Experience: Some positions will require experience with R.

Position Number: 901818

Position Title: Rural Covid Project Research Assistant

EDORDA: #N/A

Position Type: #N/A

Department: Geography

Supervisor: Peter Nelson

Description: Essential Functions:

The RA will assist with data analysis examining migration and mobility patterns in nonmetropolitan counties in the United States. Specific tasks will include gathering data from Govt. agencies (Census, Bureau of Labor Statistics, etc.) and private firms (Google, Facebook, Zillow), processing data. In addition the RA will gather relevant research and assist in constructing visualizations of the results.

General Responsibilities:

Work independently as directed by the PI. Meet with the PI regularly (every other week) to report progress. Canvas relevant literature on rural disadvantages and monitor changes in state level policies regarding social distancing, mask mandates, and other strategies to mitigate the spread of COVID-19.

Knowledge, Skills and Abilities:

Knowledge of database management, basic programming skills, familiarity with Census data resources, and understanding of contemporary challenges rural regions in the US are facing.

Experience:

Experience working with Census data, some programming experience, some experience with either quantitative analysis or GIS analysis. Experience with RStudio is preferred but not required.

Other:

Priority will be given to students who are enrolled in or have completed GEOG0216 - Rural Geography, other geography coursework (GEOG0120 or electives in Geography), or computer science/data science courses.

Position Number:

Position Title: Covid Line Manager

EDORDA: 311-6301-50200-10-000000-14170

Position Type: Single incumbent

Department:

Supervisor:

Description:

Position Number: 901817

Position Title: Healthy Masculinity Initiative Program Assistant

EDORDA: 311-6301-50200-10-000000-00000

Position Type: Single incumbent

Department: Health Center

Supervisor: Kevin Kareckas

Description: Essential Functions:

The Healthy Masculinity Initiative seeks to empower men to consider their own identity within masculinity and be stewards of culture change. The program assistant works alongside a member of the Health and Wellness Education office to deliver ongoing programming and event planning for the initiative's ongoing implementation.

General Responsibilities:

The program assistant is responsible for developing and executing a recruitment strategy for initiative participants; publishing reading group course content for a weekly reading group; supporting in planning various events (retreat, lunch and learns, etc); media creation for the office Instagram and other social media; and assistance with administering community surveys.

Knowledge, Skills and Abilities:

Interest in social justice initiatives including applying efforts to identify and eradicate anti-black racism with our culture systems at Middlebury, digital and in-person communication skills, and interpersonal curiosity are essential attributes.

Experience:

- Program planning experience (desired)
- Digital/print media generation (desired)

Other: Applicants of all gender identities are encouraged to apply.

Position Number: 901816

Position Title: Violence Prevention and Advocacy Program Assistant

EDORDA: 311-2401-50200-10-000000-16095

Position Type: Single incumbent

Department: Parton Center for Health and Wellness

Supervisor: Emily Wagner

Description: Essential Functions: Administrative and programming support

General Responsibilities:

5 hour a week position, supervised by the Violence Prevention and Advocacy Specialist.

Administrative responsibilities include photocopying, posting flyers, data entry in spreadsheets, and filing as well as supporting the Violence Prevention and Advocacy Specialist with materials preparation for awareness months, events (both virtual and in person), and topic-specific current events/news compilation.

Knowledge, Skills and Abilities:

Proficiency in: Microsoft Office and Google Docs

Organizational and communication skills

Comfort and familiarity with or willingness to learn sensitive health and wellness topics specifically including dating violence and sexual assault awareness, healthy relationships, and interpersonal communication skills.

Experience: Previous office experience helpful but not required

Other:

There is an expectation that all student workers in health and wellness education commit to modeling healthy lifestyle choices.

Position Number: 901815

Position Title: Special Collections Digital Archives Research Associate

EDORDA: 311-2911-50200-10-000000-11559

Position Type: None

Department: Library

Supervisor: Patrick Wallace

Description: Essential Functions:

- Working collaboratively with Special Collections' staff to expand and enrich our digital collections, particularly web/social media and digital content.
- Participating in collecting, curating, and describing digital archives and social media.

General Responsibilities:

- Works collaboratively with Special Collections' staff to expand and enrich our digital collections, particularly web/social media and digital content, but other projects as needed, like oral histories, digital image cataloging, and others.
- With guidance from Special Collections staff, participate in collecting, curating, and describing digital archives and social media.
- The successful applicant will also manage and oversee conception, design, creation, and production of digital media pieces inspired by college history, rare books, and manuscripts. Projects may be in a variety of media including Boomerang or other short videos, animated GIFs, memes, or still images designed for social media.

Knowledge, Skills and Abilities:

A keen interest in history, art, literature, film and media, and social media, combined with an interest in libraries, archives, museums, and digital preservation. Willingness to learn new digital media skills & technologies. A critical inquisitiveness toward cultural history and artifacts in many forms, past and present. Excellent oral and written communication skills. Demonstrated ability to work independently and to contribute to a collaborative environment.

Experience:

Basic familiarity with any of the following is helpful but not required:

Google Apps including Sheets, Docs, and Forms;

Multimedia or web creation tools;

Digital media file formats.

Other:

The Special Collections Digital Archives Research Associate will work independently for approximately 5 hours a week.

During fall 2020 this will be a remote-worker position. Meetings will be held over remotely and editing work must be completed on a personal or college-owned computer.

Position Number: 901824

Position Title: Research Assistant - Suarez

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Environmental Studies

Supervisor: Daniel Suarez

Description: Essential Functions:

Student will be continuing research with me on my project, "Theories of Change," which we are developing into a co-authored journal manuscript to be submitted at the end of semester.

General Responsibilities: Literature review, interviews, document analysis

Knowledge, Skills and Abilities:

Strong academic background in social theory and various areas of scholarship pertaining to social change, social movements, activism, and organizing

Experience:

This position continues research Zoe helped me craft over Summer 2020 and is counting on her specific experiences, knowledge, and familiarity with the specifics of this project and its context.

Position Number: 901821

Position Title: Visitor Services Intern for Diversity, Equity, Access, and Inclusion

EDORDA: 311-2802-50200-10-000000-00000

Position Type: None

Department: Museum of Art

Supervisor: Mikki Lane

Description: Essential Functions:

Assist the Coordinator of Events with various projects relating to the Museum of Art which include Diversity, Equity, Inclusion and Accessibility.

This internship will run for the fall semester. It will be reevaluated at the end of the fall term, 2020.

General Responsibilities:

The Visitor Services Intern will help to:

-Complete a Museum Visitor Services card

- Update the Receptionist training program (and accompanying manual)
- Promote diversity, equity, access, and inclusion for all visitors to the Museum
- Create a visitor program database and informational documents for area groups
- The Intern may also assist other staff members working with DEAI.

Knowledge, Skills and Abilities:

- Commitment to building and promoting diverse and inclusive environments will be highly valuable (demonstrated experience desirable)
- Prior experience working independently and collaboratively is essential.
- Self-motivation and strong organizational and time management skills are vital.
- Must have thorough attention to detail.
- Solid interpersonal skills needed.
- Strong eye for visual layout/graphic design an asset.
- Research, writing, editing, and proofreading skills are important but not essential.

Experience:

- Interest in/or past experience promoting diversity, equity, inclusion and access is highly desirable.
- Experience in a museum setting will be valuable but not essential; basic working knowledge about Middlebury's Museum will also be an asset.
- Previous employment as Museum Receptionist helpful, but not mandatory.
- Students from all majors are encouraged to apply. Coursework in Art History, Museum Studies, Studio Art, History, Disability Studies, or Education Studies desirable but not mandatory.

Other:

In addition the standard applications materials, when applying to this position please include in your cover letter a short paragraph (approximately 50-75 words) addressing why Diversity, Equity, Access, and Inclusion in museums is important to you.

Note: Due to the College's strict insurance policies, any offer of employment is contingent upon successful completion of a comprehensive background check conducted by an independent agency (HireRight). Please contact the Student Employment Office for more information on what this background check entails.

Position Number: 901822

Position Title: Student Friends of the Art Museum Coordinator

EDORDA: 311-2902-50200-10-110025-14832

Position Type: None

Department: Museum of Art

Supervisor: Mikki Lane

Description: Offer is contingent upon successful completion of a criminal background check.

Essential Functions:

Work to increase awareness of and interest in the Museum among the student body. Propose, plan, advertise, and implement events that help students engage with the Museum's collections, exhibitions, and programs. (Please note: All events will be held online while the Museum is closed in the Fall and Winter Terms. Although we hope that Spring 2021 events can happen in person, this will be dependent on State, College, and Museum policies regarding public safety.)

General Responsibilities:

The Student Friends of the Art Museum (SFOAM) Coordinators—there are usually 3 or 4 each year—need to be adept at soliciting feedback from students and working to translate current trends and interests into programs and initiatives that will guarantee student involvement with the Museum. The coordinators will organize and advertise 4–6 student events per year. Event formats are somewhat flexible but would include various virtual events and programs designed to bring our community together around art-related events using electronic means. Coordinators will be responsible for communicating directly with student members and creating and distributing marketing content in consultation with museum staff. Additional responsibilities include: maintaining the Student Friends database for regular communication about events; being present for all virtual student Museum events; attendance at three virtual hour-long Friends of the Art Museum board meetings each year as a student representative; collaborating with board members of the Friends of the Art Museum to plan combined events; and participating in some limited information sessions during Orientation Weeks.

Knowledge, Skills and Abilities:

- Commitment to creating and promoting diverse and inclusive social environments (demonstrated experience desirable)
- Strong organizational and communication skills needed to organize 4-6 events per year
- Must be a team player to work with a team of 2-3 other students, and be guided by Museum staff
- Strong desire to advocate for the Museum and the ability to promote the Museum to the student body
- Ability to think outside the box to create original Museum related events for students
- Some graphic design background/ability is helpful for creating posters/marketing

-General computer literacy in Microsoft Office suite, Photoshop or other basic design software, and social media helpful

Experience:

-Solid familiarity with the Museum and its programs and collections preferred

-Writing, editing, and proofreading skills

Other:

In addition the standard applications materials, when applying to this position please include in your cover letter a short paragraph addressing why you want to use art as a way to build a diverse and inclusive community among Middlebury's student body. (You might also address how you would do this through virtual means as well as in-person.)

Note: Due to the College's strict insurance policies, any offer of employment is contingent upon successful completion of a comprehensive background check conducted by an independent agency (HireRight). Please contact the Student Employment Office for more information on what this background check entails.

Position Number: 901823

Position Title: Remote Sensing Research Assistant

EDORDA: 311-2902-50200-10-000000-12175

Position Type: None

Department: Geography

Supervisor: Niwaeli Kimambo

Description: Essential Functions:

The student in this position will be writing scripts in Javascript in Google Earth Engine for analyzing satellite imagery. With my supervision, they will be identifying and implementing creative ways for processing satellite data so that hard-to-detect features are correctly identified. They will also perform visual image interpretation and collect essential training data for image classification. They will perform some spatial data clean-up and preliminary result visualization.

General Responsibilities:

The student is generally responsible for creating a script to implement analytical plans that we jointly create. They are also invited to investigate alternative creative solutions for the research problem via reading suggested articles. They are to maintain good record of the work in a shared repository, and document their tasks thoroughly for replicability.

Knowledge, Skills and Abilities:

Javascript programming in Google Earth Engine

Satellite imagery analysis

Reading and interpreting scientific articles

Trouble-shooting and solving computer issues

GIS knowledge

Experience:

The student should have experience in the above spatial analysis toolkits. Knowledge of R is a bonus, but not required.

Other:

The student should be a creative and independent problem-solver, patient with trouble-shooting of programming issues, and able to clearly communicate their work to others, including non-experts.

Position Number: 901828

Position Title: GSFS Research Assistant

EDORDA: 311-2109-50200-10-000000-00000

Position Type: None

Department: Women's and Gender Studies

Supervisor: Laurie Essig

Description: Research assistance for:

1. Feverish Feminisms
2. Gensler Family Symposium.
3. Faculty reading groups
4. GSFS academic year programming

Position Number: 901826

Position Title: HARC 0100 Grader

EDORDA: 311-2902-50200-10-110025-16071

Position Type: Single incumbent

Department: History of Art & Architecture

Supervisor: Michaela Davico

Description: Essential Functions:

Grader for Introductory Art History Course HARC 0100--Monuments and Ideas in Western Art

General Responsibilities:

Advanced Art History major to help grade the quantitative part of an in-class midterm and a take-home final, as well as a short formal analysis assignment. The workload will come in three short spurts rather than be spread out over the semester.

Knowledge, Skills and Abilities: Must be HARC Major and have taken HARC 0100.

Experience: Must be HARC Major and have taken HARC 0100.

Position Number: 901827

Position Title: Research Assistant - GauvinCoulombe

EDORDA: 311-2911-50200-10-000000-11488

Position Type: None

Department: Economics

Supervisor: Raphaelle Gauvin-Coulombe

Description: Essential Functions:

-data formatting

-proofreading of codes

-literature review

-editing

General Responsibilities:

The research assistant will be involved in different stages of the project including data formatting, proofreading of codes, and literature review.

Knowledge, Skills and Abilities:

Students should be comfortable with Excel and Stata and have completed ECON 0211. Knowledge of Matlab is a plus.

Experience: No experience needed except knowledge noted above.

Position Number: 901829

Position Title: FRAF Research Asst- Saldarriaga

EDORDA: 311-2902-50200-10-000000-14726

Position Type: Single incumbent

Department: Spanish and Portuguese

Supervisor: Patricia Saldarriaga

Description: Research assistant to support project: "Infected Empires: Decolonizing Zombies".

Position Number: 901830

Position Title: Writing Center Researcher

EDORDA: 311-2911-50200-10-000000-11298

Position Type: None

Department: Ctr Teaching/Learning/Research

Supervisor: Genie Giaimo

Description: Essential Functions:

The writing center has a data repository that we would like to analyze. This position is part of a research team that will work with writing center data and conduct analysis on the data, such as on tutor session notes and passively collected past data. The research team will eventually engage in the production of co-written peer reviewed articles on session notes and other writing center data. In addition to this work benefiting the PI and the student researchers, such data analysis can also lend insight into tutor training best practices, as well as improve methods of inquiry in the tutor training course (WRPR 0212).

General Responsibilities:

Undergo CITI training, develop experimental design and methods, conduct analysis on datasets, write-up results/analysis, present data at various meetings within and external to Middlebury College, engage in regular research team meetings with PI (Giaimo).

Knowledge, Skills and Abilities:

Writing Center pedagogy and research methods; human subjects training; experimental design skills; quantitative and qualitative knowledge; writing studies research background.

Experience:

Background in writing center work through WRPR 0212: Issues and Methods in Tutoring Writing and/or Writing Center Peer tutoring experience.

Position Number: 901532

Position Title: FRAF Research Asst. Howarth

EDORDA: 311-2906-50200-10-000000-14656

Position Type: None

Department: Geography

Supervisor: Jeff Howarth

Description:

Position Number: 901825

Position Title: Sustainability Solutions Lab Intern (NWS)

EDORDA: 311-2911-50200-10-000000-14462

Position Type: None

Department: Environmental Affairs

Supervisor: Sophie Calvi

Description: Essential Functions: Essential Functions: The Office of Sustainability (OSI) is hiring students to be a part of the Sustainability Solutions Lab (SSL) this fall. Internships are for students interested in taking on campus related challenges and developing solutions that advance Middlebury's sustainability and environmental leadership. This a 5-8 hour per week paid position. General Responsibilities: SSL Interns will work with OSI staff and other experts to focus on advancing the goals of Energy2028 which include 100% renewable energy, decreasing consumption and increasing energy efficiency, engaging the community in sustainability awareness and action, reducing waste and other sustainability challenges on campus. Specifically, interns this fall may help oversee our office's communications efforts, design and implement outreach strategies to increase awareness of sustainability on campus, work on reducing waste, and incorporate racial and environmental justice into our work. Interns will work in teams to more clearly define problems, brainstorm solutions, develop prototype designs and test them out. Interns will meet weekly with SSL staff one per week, and are expected to meet with the rest of their team weekly as well. The remainder of weekly hours will be used for independent work. Knowledge, Skills and Abilities: We seek students who are creative, passionate, team-players. Experience: No experience is necessary—the Sustainability Solutions Lab will provide any background information and training needed to complete projects in a meaningful manner. Other: About Middlebury College – Office of Sustainability Integration The Office of Sustainability Integration develops, implements, and supports sustainability initiatives that achieve environmental, social, and economic goals throughout the campus community, College operations, and the community at large. The office works in many different ways, from supporting independent student research projects to helping administrators and facilities staff with green campus infrastructure, such as the biomass gasification plant, as well as providing faculty

workshops on integrating sustainability into the curriculum. The staff also conducts an annual greenhouse-gas inventory, which tracks Middlebury's carbon emissions, as well as a College-wide assessment of progress every few years.

Position Number: 901831

Position Title: FRAF Research Asst. Rao

EDORDA: 311-2601-50200-10-202153-14334

Position Type: None

Department:

Supervisor: Akhil Rao

Description: FRAF funded

Position Number: 901832

Position Title: Research Assistant. Biswas

EDORDA: 311-2911-50200-10-000000-14462

Position Type: None

Department:

Supervisor: Ami Biswas

Description: Essential Functions:

Establish objectives and metrics for projects involving applications of liberal arts in business

Participate in joint problem structuring & work planning

Primary and secondary data collection

Quantitative analysis of collected data to produce actionable insights

Determine follow ups

General Responsibilities:

Participate in team review and planning discussions

Come prepared with material to review, distribute beforehand ideally

Deliver on mutually agreed goals in the given time frame

Alert teammates of any issues that may delay timely completion of work

Knowledge, Skills and Abilities: Critical: reliable, curious, persistent, communicative.

Position Number: 901833

Position Title: UCRF Research Asst. Rao

EDORDA: 311-2135-50200-10-000000-00000

Position Type: None

Department: Economics

Supervisor: Akhil Rao

Description: UCRF Funded

Position Number: 901834

Position Title: Teaching Assistant--PSYC 226

EDORDA: 311-2135-50200-10-000000-00000

Position Type: None

Department: Psychology

Supervisor: Kim Cronise

Description: Essential Functions:

Provide peer support for students in PSYC 216

Occasional assistance lab related tasks

General Responsibilities:

Attend classes and offer peer support on class information and projects

Take quality notes in class and prepare those notes for public consumption for peers in need

Knowledge, Skills and Abilities:

MS Word, Google Drives, Knowledge of Lab Programs such as eBrain, Sylvius, ADI Instruments

Experience:

Must be performing consistently in PSYC 226 in Fall 2020 and have demonstrated exceptional performance in other courses with Kim Cronise.

Position Number: 901835

Position Title: Teaching Assistant--PSYC 205A Emotions

EDORDA: 311-2802-50200-10-000000-10007

Position Type: None

Department: Psychology

Supervisor: Kim Cronise

Description: Essential Functions:

Provide peer support for students in PSYC 205

Attend classes and offer peer support on class information and projects

General Responsibilities:

Occasional assistance lab related tasks

Take quality notes in class and prepare those notes for public consumption for peers in need

Knowledge, Skills and Abilities:

MS Word, Google Drives, Quick competency with Lab Programs such as eBrain, Sylvius, ADI Instruments

Experience:

Must be performing consistently in PSYC 205 in Fall 2020 and have demonstrated exceptional performance in other courses with Kim Cronise.

Position Number: 901837

Position Title: Museum Ambassador

EDORDA: 311-2010-50200-10-211053-00000

Position Type: None

Department:

Supervisor: Jason Vrooman

Description: Essential Functions: -Attend mandatory weekly training sessions on Tuesdays during the academic year. Trainings will begin on Sept. 14, 2021. (Time TBD but tentatively from 4:30-6:00 PM.) -Complete an additional 1-2 hours of work each week. This work may include completing assigned readings, researching works of art, preparing for tours, creating interpretive digital resources, and advancing accessibility initiatives. (See below for further details.) -Lead in-person and digital tours of the museum's permanent collection and special exhibitions at mutually agreed upon times (including on October 8 and 9 during Fall Family Weekend). -Schedule 1-2 hours each week when you can be in the museum's galleries to answer visitors' questions. (This time will be dependent

on your schedule, the museum's hours, and public health guidelines.) -Generate digital content to help contextualize artworks in the museum's collection and special exhibitions. Resources may include (but are not limited to): blog posts, Instagram stories, thematic tours of the permanent collection for adults, and activities for children. -Expand the museum's accessibility offerings. This work may include (but is not limited to) writing verbal descriptions of works of art, editing interpretive labels for inclusive language, and generating large print labels. Hours Per Week: 3.5-5.5 hours per week per student (I anticipate hiring 15 students) General Responsibilities: The Museum Ambassadors Program (MAP) trains Middlebury College students to lead in-person and virtual tours of the Middlebury College Museum of Art. Museum Ambassadors provide valuable community service as they engage school, college, and adult audiences in dialogue about art from the Museum's permanent collection and special exhibitions. They also contribute to projects that help make the Museum's collections, exhibitions, and programs more accessible to all visitors. Museum Ambassadors attend weekly training sessions where they study and practice a variety of styles of museum education and read about/discuss diversity, equity, access, and inclusion in contemporary museum practice. Special emphasis is placed on peer-to-peer learning, but art historians, museum professionals, and other experts may periodically visit these sessions to offer additional context. In addition, students gain useful skills and knowledge in areas that may include community engagement, public speaking, childhood development, working with ageing populations, accessibility, and public programming. Through their insights and work contributions, Museum Ambassadors are invaluable partners on the journey to making the Middlebury College Museum of Art more diverse, equitable, accessible, inclusive, and welcoming to the widest possible range of in-person and virtual visitors. Please note: Due to the COVID-19 pandemic, interactions with school-age audiences may be limited in the 2021-22 academic year. Program leaders hope that school and family programs will feature more prominently in future years. Knowledge, Skills and Abilities: - Passion for social engagement. - Strong interest in visual art. - Commitment to promoting diverse and inclusive learning environments. - Must be comfortable with public speaking in person and on camera (or willing to develop these skills). - Strong research and writing skills. - Must be excited to have conversations with museum visitors of all ages. Experience working with children and/or ageing populations is an asset. - Background or interest in community organizing, community engagement, or Diversity, Equity, Accessibility, and Inclusion (DEAI) work is highly desirable. - NOTE: Due to the Museum's strict insurance policies, all offers of employment are contingent upon a candidate's successful completion of a criminal background check conducted by an independent agency. Experience: - Students from all majors are encouraged to apply. (Coursework in Art History, Museum Studies, Studio Art, History, Disability Studies, or Education Studies is especially desirable.) - Because of the time commitment of this program, students must have completed at least one semester at Middlebury in order to apply for MAP. We regret that First Years in their first semester are not eligible; we encourage you to apply for the 2022-2023 school year.

Position Number: 901836

Position Title: CNS Research Assistant

EDORDA: #N/A

Position Type: #N/A

Department: CNS

Supervisor: David La Boon

Description:

Position Number:

Position Title: Musuem Ambassador

EDORDA: 311-2802-50200-10-000000-10007

Position Type: None

Department:

Supervisor:

Description:

Position Number: 901837

Position Title: Museum Ambassador

EDORDA: 311-2001-50200-10-211053-15007

Position Type: None

Department: Museum of Art

Supervisor: Jason Vrooman

Description: Essential Functions:

The Museum Ambassadors Program (MAP) trains Middlebury College students to lead public tours of the Middlebury College Museum of Art. Museum Ambassadors also work to make the museum more accessible, inclusive, and welcoming. While representing the museum to its public, Museum Ambassadors gain useful skills and knowledge in areas including public speaking, community engagement, accessibility, childhood development, working with ageing populations, and public programming.

General Responsibilities:

In weekly training sessions, Museum Ambassadors study/practice a variety of styles of museum education and read about/discuss diversity, equity, access, and inclusion in contemporary museum practice. Special emphasis is placed on peer-to-peer learning, but art historians, museum professionals, and other experts may periodically visit these sessions to offer additional context.

Museum Ambassadors provide valuable community service as they develop and lead tours that engage school, college, and adult visitors in dialogue about art from the museum's permanent collection and special exhibitions. They also help make the museum more accessible and inclusive by contributing to projects that may include proposing strategies to make museum visits more welcoming, writing interpretive labels, developing self-guided tour materials, and writing verbal descriptions of works of art.

Knowledge, Skills and Abilities:

- Interest in visual art as a form of communication.
- Desire to talk with museum visitors of all ages, from children to senior citizens.
- Commitment to promoting diverse and inclusive learning environments.
- Ability to attend weekly MAP training sessions on Tuesdays from 5:00-6:00 PM ET during the academic year.
- Commitment to complete an additional 1-2 hours of research or homework each week.

Experience:

Although anyone with a serious interest in art, education, and/or museum work is encouraged to apply, special consideration may be given to students with coursework in the History of Art and Architecture, Studio Art, Education Studies, and/or Disability Studies. A background in building community, working with children or ageing populations, and/or experience with access programs is highly desirable.

Position Number: 901838

Position Title: J-Term RA-Abe

EDORDA: 311-6001-50200-10-000000-14983

Position Type: None

Department:

Supervisor: Sayaka Abe

Description: Essential Functions:

Assisting with the interdisciplinary J-term course (team-taught) Data Science across Disciplines

General Responsibilities:

- Retrieving texts online
- Creating excel data sheet
- Work with created and/or existing databases using R

Knowledge, Skills and Abilities:

Japanese language (especially reading and writing)

Linguistics basic knowledge

Programing (R or related)

Experience: same as above

Position Number: 901839

Position Title: Remote Student Community Intern

EDORDA: 311-6001-50200-10-000000-14983

Position Type: None

Department: Dean of Students

Supervisor: Jessica Holmes

Description: Essential Functions:

Remote Student Community Interns will work directly with Student Life Advisor for Remote Students to build community among remote learners and connect them more directly to resources and events at the College. Interns will develop and curate new virtual programming for remote students, and aid in the design and management of an online resource hub for remote learners. Time Commitment: 5-10 hours a week

General Responsibilities:

Responsibilities:

- Help to assess the needs of remote learners through surveys and other outreach
- Work with student organizations and offices on campus to curate and promote virtual events
- Plan, coordinate and assist with new social events designed to build community among remote learners
- Help develop and maintain an online resource and activities hub for remote learners
- Connect with remote learners through social media and other outlets

Knowledge, Skills and Abilities:

Knowledge, Skills Abilities:

- Demonstrated knowledge of activities, organizations, and resources on campus
- Demonstrated experience organizing and promoting campus programs and events
- Excellent interpersonal and communication skills
- Strong organizational skills and meticulous attention to detail
- Self-motivated and reliable; ability to work independently and proactively on projects

- Creative thinker and solution-oriented
- A commitment to work from October through May.

Experience:

Experience:

- Experience with virtual platforms such as Google, Drupal, Zoom, social media. Knowledge of Presence and 25Live is helpful. Regardless, a willingness to learn these programs is a must.
- Previous on campus experience working in a leadership role or with student organization(s) would be helpful.

Position Number: 901840

Position Title: First Year Remote Peer Mentor

EDORDA: 311-2902-50200-10-000000-11587

Position Type: Single incumbent

Department:

Supervisor: Jessica Holmes

Description: Essential Functions:

FYPMs at Middlebury College serve as mentors to first years who are studying remotely. Specifically, they are expected to build community and foster the intellectual and personal development of first-year students. They serve as a bridge that connects students to available services on campus. FYPMs forge personal connections with their students and communicate any student issues with the Student Life Advisor to Remote Learners. FYPMs must have a concrete understanding of the network of available resources on campus and a willingness to channel students to those resources. Each FYPM must be a solid, positive role model – creating, facilitating, and maintaining a healthy atmosphere that is conducive for student growth and community development. Each FYPM must build an atmosphere of empathy, respect and tolerance. Time Commitment: 5-8 hours a week

General Responsibilities:

Responsibilities:

Student Contact/Communication

FYPMs' main role is to connect with the remote first-years in their group. Throughout their term of appointment, FYPMs will:

- Get to know each student assigned to their group
- Make themselves available to students to assist with questions or concerns
- Lead regular meetings/community check-ins

- Follow up on student concerns and facilitate conversations as needed
- Share news of special programming designed for remote learners
- Share confidential information concerning students only with appropriate college staff

Mentoring

FYPMs serve as role models who can guide first-year students during their transition to college life. Throughout their term of appointment, FYPMs will

- Support students on both an academic and personal level
- Connect students with academic support resources on campus
- Understand student interests and connect them with activities/groups/clubs
- Serve as a role model, a listener, and a resource guide to ease the transition to Middlebury

Community Building

FYPMs should connect their cohort of students to the college and to each other. Throughout their term of appointment, FYPMs will:

- Strive to develop an inclusive community, which promotes individual responsibility, mutual respect, and protects individual rights of students
- Create opportunities for social connection within the group
- Schedule formal and informal meetings throughout their term of appointment
- Inform students of events taking place, especially supporting remote activities
- Develop programs for their cohort that arise from student interest

Knowledge, Skills and Abilities:

Knowledge, Skills Abilities:

- Demonstrated knowledge of activities, organizations, and resources on campus
- Excellent interpersonal and communication skills
- Strong organizational skills and meticulous attention to detail
- Self-motivated and reliable; Ability to work independently and proactively on projects
- Creative thinker and solution-oriented
- A commitment to work from November through May.

Experience:

Experience:

Previous Residential Life Staff Training or MiddView Orientation Training strongly desired.

Project Connect Training a plus.

Position Number: 901841

Position Title: Revamping Macro Research Assistant – Wolcott

EDORDA: 311-2901-50200-10-201933-11401

Position Type: None

Department: Economics

Supervisor: Erin Wolcott

Description: Essential Functions:

The research assistant will review the literature on how to make an introduction to macroeconomics class more inclusive and effective. The research assistant will also review alternative textbooks and find podcasts and other material to update and improve the course.

General Responsibilities:

The research assistant will review the literature on how to make an introduction to macroeconomics class more inclusive and effective. The research assistant will also review alternative textbooks and find podcasts and other material to update and improve the course.

Knowledge, Skills and Abilities: Reviewing the literature and writing an annotated bibliography.

Experience: Taken an introduction to macroeconomics course

Position Number: 901842

Position Title: Programming Support/Experimental Economics

EDORDA: 311-1102-50200-10-300896-00000

Position Type: Single incumbent

Department: Economics

Supervisor: Peter Matthews

Description: Essential Functions:

Help provide oTree and Javascript programming support for an economics experiment.

Knowledge, Skills and Abilities: Programming skills in oTree and Java. Some experience with Qualtrics.

Experience: General research support.

Position Number: 901843

Position Title: Head Advising Fellow - Matriculate

EDORDA: 311-1102-50200-10-300896-00000

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Essential Functions:

HAFs serve as the leader and manager of Advising Fellows (AFs) on our campus, as well as a representative of the college's Matriculate Fellowship to the Matriculate national leadership team. HAFs play a critical role in ensuring the quality of the Matriculate model by first recruiting the members of their advising cohort. Once recruited, HAFs ensure that their AFs excel in their service to assigned High School Fellows (HSFs) by helping train AFs, troubleshooting and solving AF challenges, monitoring program implementation, and suggesting and implementing program improvements. HAFs act as lead culture and community makers on their campuses. They have the responsibility of cultivating a meaningful fellowship between their peers by encouraging collaboration and hosting community events.

HAFs also act as one-on-one partners and guides for Matriculate's high school fellows (HSFs) across the country applying to college. They will provide the information, guidance, and support that these high school students need to apply to, gain admission to, and excel at the best colleges.

General Responsibilities: See above

Knowledge, Skills and Abilities: See above

Experience:

Matriculate is looking for people who:

- Are committed to and passionate about the Matriculate mission
- Are able to commit 10 hours a week
- Are highly organized and have excellent judgment
- Have demonstrated leadership abilities
- Have exceptional communication and helping skills
- Have a GPA of at least 3.0
- Can be sensitive, supportive allies to low-income students who face obstacles in applying to college
- Are freshmen, sophomores, or juniors enrolled at a Matriculate partner college
- Are in good standing with their college/university with no current pending disciplinary action

Position Number: 901844

Position Title: Advising Fellow Leadership Team Member - Matriculate

EDORDA: 311-2112-50200-10-213493-00000

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Amanda Reinhardt

Description: Essential Functions:

The Advising Fellow Leadership Team lead recruitment, selection and training efforts on campus. The AFLT will work collaboratively with the Head Advising Fellow to recruit a quality group of AF applicants for the Matriculate program. The AFLT will also play a critical role in managing and conducting interviews as well as selecting the incoming cohort of Advising Fellows. The AFLT will also be responsible for helping train AFs, monitoring program implementation, and suggesting and implementing program improvements.

General Responsibilities: See above

Knowledge, Skills and Abilities: See above

Experience:

- Are committed to the Matriculate mission
- Are able to commit 5 hours a week
- Are highly organized and have excellent judgment
- Have demonstrated leadership abilities
- Have exceptional communication and helping skills
- Have a GPA of at least 3.0
- Can be sensitive, supportive allies to low-income students who face obstacles in applying to college
- Are freshmen, sophomores, or juniors
- Are in good standing with their college/university with no current pending disciplinary action

Position Number: 901845

Position Title: Classics Tutor

EDORDA: 314-2010-50200-10-211053-14897

Position Type: Single incumbent

Department: Classics

Supervisor: Marc Witkin

Description: Essential Functions: Provide support for students in preparing writings for class.

General Responsibilities: Help students in any phase of the writing process from discussing a writing prompt or topic to consulting with a student on a completed paper.

Knowledge, Skills and Abilities: Excellent writing skill and familiarity with the classical world.

Experience: Performed well in other classics classes.

Position Number: 901846

Position Title: Undergraduate Research Assistant, CNS

EDORDA: 314-2001-50200-10-303044-00000

Position Type: Single incumbent

Department: CNS

Supervisor: Sam Meyer

Description: Essential Functions:

The primary responsibility of the CNS Undergraduate Research Assistant, working under the direction of experts at the James Martin Center for Nonproliferation Studies, is to conduct research, writing and analysis on global nuclear, missile, chemical or biological programs. The RA will be based remotely. The RA should work well on teams and be largely self-motivated. The RA should also be comfortable presenting their work to others.

General Responsibilities:

- Contribute to CNS research, writing, analysis, and other work related to the analysis of global WMD programs;
- Contribute to CNS's training and education programs, including by helping with advertising, recruiting, and events planning (which includes helping to plan the substantive content of training and education programming as well as logistical details)

Knowledge, Skills and Abilities:

Applicants with proficiency in a second language will have the opportunity to apply their language skills to their research. Proficiency in a second language is desired but not required (Applicants who do not have proficiency in a second language may show equivalent proficiency in a different skillset relevant to CNS's work, such as computer programming or geospatial analysis skills. Applicants should highlight any languages or special skills in their application materials).

Experience:

At least 2 years undergraduate coursework related to this job (does not have to be nonproliferation relevant coursework, but the candidate should be prepared to describe the applicability of the coursework to what they will be working on with CNS)

Position Number: 901847

Position Title: Twilight Project Research Fellow

EDORDA: 311-2001-50200-10-211053-16341

Position Type: Single incumbent

Department: Spanish and Portuguese

Supervisor: Daniel Silva

Description: Essential Functions:

Twilight Research Fellows will conduct archival research for particular Twilight Project topics and initiatives alongside a staff or faculty member. Students in this position will be creating and curating events, exhibits, conducting interviews, and outreach in addition to researching archives.

General Responsibilities:

- Conducting archival research within different components of the college and Middlebury community.
- Organizing findings and sharing staff/faculty supervisor
- Outreach to alumni, students, staff, faculty, community members for participation in initiative/project.
- Assisting in curation and publicizing of findings.

Knowledge, Skills and Abilities:

- Strong interpersonal, organizational, and marketing skills
- A person who strives in a largely unstructured setting
- Highly motivated and goal-oriented
- Ability to work independently and flexibly, ability to set priorities; ability to solve problems quickly and creatively
- Excellent computer and software skills: Google Suite; Drupal Web editing; MS Office; social media; graphic design and Oracle a plus

Experience:

- Desired experience in academic research in a course or independent setting
- Demonstration of academic and experiential understanding of issues related to diversity and inclusion, equity, and social justice.

Position Number: 901848

Position Title: Community-Connected PBL-PA

EDORDA: 311-2001-50200-10-211053-16341

Position Type: Single incumbent

Department:

Supervisor:

Description: Essential Functions:

The primary responsibility of the Community-Connected Project Based Learning Project Assistant (PA) is to support a faculty member in preparing and carrying-out a community-connected project within an academic course. Specific tasks will vary depending on the needs of the faculty member and community partnership.

Core responsibilities may include:

Course Preparation: Consult with faculty member on syllabus or assignment development

Community Projects: Manage project logistics and timeline.

Facilitating Class Activities and Assignments: Reflection Activities, Other Service-Learning Activities

Community Partnership Development

Support: Regularly check in with community partners

Evaluation/Assessment: implement project evaluation for students and/or community partner

General Responsibilities:

PAs will offer course support in the following possible areas:

Goals & Principles of Community-Connected PBL

Creating Reflective Spaces

Relationship Building

Power Inequalities

Community Partnership Development

Team Development

Project Management

Knowledge, Skills and Abilities:

Strong written and oral communication skills

Comfort with remote teamwork and collaboration

Attention to detail.

Able to work independently

Experience:

Previous experience with community partnership work, preferably in an academic context (e.g. internships, course projects, student organization partnerships with community members/organizations) desirable.

Student leadership experience is helpful.

Experience working directly with faculty (e.g. research assistantship, independent study, other) is also useful.

Position Number: 901848

Position Title: Community-Connected PBL-TA

EDORDA: 314-2001-50200-10-211053-15007

Position Type: Single incumbent

Department:

Supervisor: Liz Cleveland

Description: Essential Functions:

The primary responsibility of the Community-Connected Project-Based Learning Teaching Assistant (TA) is to support a faculty member in preparing and carrying-out a community-connected project within an academic course. Specific tasks will vary depending on the needs of the faculty member and community partnership. Core responsibilities may include:

*Course Preparation: Consult with faculty member on syllabus or assignment development.

*Community Projects: Manage project logistics and timeline.

*Facilitating Class Activities and Assignments: Reflection Activities, Other Service-Learning Activities

*Community Partnership Development & Support: Regularly check in with community partners using phone, Zoom, email, and other technologies.

*Evaluation/Assessment: implement project evaluation for students and/or community partner.

General Responsibilities:

TAs will offer course support in the following areas:

*Goals & Principles of Community-Connected PBL

*Creating Reflective Spaces

*Relationship Building

- *Power & Inequalities
- *Community Partnership Best Practices
- *Team Development
- *Project Management

Knowledge, Skills and Abilities:

- *Strong written and oral communication skills
- *Comfort with remote teamwork and collaboration
- *Attention to detail. Able to work independently

Experience:

- *Previous experience with community partnership work, preferably in an academic context (e.g. internships, course projects, student organization partnerships with community members/organizations) desirable.
- *Student leadership experience is helpful.
- *Experience working directly with faculty (e.g. research assistantship, independent study, other) is also useful.

Position Number: 901849

Position Title: J-Term Teaching Asst - Abe

EDORDA: 314-2001-50200-10-211053-15007

Position Type: Single incumbent

Department: Japanese Studies

Supervisor: Sayaka Abe

Description: Essential Functions:

Work as a teaching assistant with one of the afternoon sessions of the J-term course, Data across Disciplines (starting Jan. 19~)

General Responsibilities:

Assist students in class with R-programming, and possibly with basic Japanese as needed

Knowledge, Skills and Abilities: data science

Experience: R-programming. Computer science. Japanese (ideal).

Position Number: 901850

Position Title: J-Term Teaching Asst - Anderson

EDORDA: 314-2001-50200-10-211053-15007

Position Type: Single incumbent

Department: History of Art & Architecture

Supervisor: Carrie Anderson

Description: Essential Functions:

Work as a teaching assistant with one of the afternoon sessions of the J-term course, HARC 1230: Data across Disciplines (starting Jan. 19)

General Responsibilities: Assist students in afternoon session with R programming

Knowledge, Skills and Abilities: Proficiency in R required; interest in art, art history, or history preferred.

Experience: MATH 216 and/or R proficiency

Position Number: 901851

Position Title: J-Term Teaching Asst - Myers

EDORDA: 314-2001-50200-10-211053-16355

Position Type: Single incumbent

Department: Economics

Supervisor: Caitlin Myers

Description: Essential Functions:

Work as a teaching assistant with one of the afternoon sessions of the J-term course, Data across Disciplines.

General Responsibilities: Assist students in class with R-programming.

Knowledge, Skills and Abilities: Advanced R programming

Experience:

Completion of Introduction to Data Science (MATH 216) and additional course or project work demonstrating proficiency in R.

Position Number: 901852

Position Title: J-Term Teaching Asst - Lyford

EDORDA: #N/A

Position Type: #N/A

Department: Mathematics

Supervisor: Alex Lyford

Description: Essential Functions: Grading small daily assignments for 60 students

General Responsibilities:

Grading small daily assignments submitted by 60 students in Data Science Across the Disciplines (BIOL 1230/ECON 1230/HARC 1230/JAPN 1230)

Knowledge, Skills and Abilities: Fundamentals of Data Science and R Programming

Experience: Successful completion of MATH 216

Position Number: 90183

Position Title: BIOL1230 Teaching Assistant

EDORDA: 311-2110-50200-10-520042-14458

Position Type: Single incumbent

Department: Biology

Supervisor: David Allen

Description: Essential Functions: Attend BIOL1230 afternoon sessions and hold office hours.

General Responsibilities:

Help students with the R programming language during afternoon sessions and office hours.

Knowledge, Skills and Abilities:

Knowledge of the R programming language and biology of ticks and tick-borne diseases.

Experience: See above.

Position Number: 901854

Position Title: Stream Ecology Research Assistant

EDORDA: 311-2902-50200-10-110025-14205

Position Type: None

Department: Biology

Supervisor: Eric Moody

Description: Essential Functions:

The successful applicant will assist with various aspects of a large collaborative research project examining how functional traits of aquatic organisms vary in streams across the U.S. This work will include laboratory analyses, analysis of large datasets, and possibly fieldwork.

General Responsibilities:

The successful applicant will primarily assist with compiling data from published literature into a large dataset of organismal chemical composition and/or assist with the measurement of these traits from samples collected around the country in the laboratory.

Knowledge, Skills and Abilities:

Familiarity using databases to search the peer-reviewed literature and using Microsoft Excel are essential skills for the position. Familiarity with general laboratory techniques such as using balances and pipettes would be helpful. An interest in some aspect of aquatic ecology, biochemistry, or applying large datasets to answer ecological and evolutionary questions is desired.

Experience:

No prior experience working in stream ecosystems or biological laboratories is required.

Position Number: 901769

Position Title: CSCI Research Asst. Vaccari

EDORDA: 311-2111-50200-10-520024-00000

Position Type: Single incumbent

Department: Computer Science

Supervisor: Andrea Vaccari

Description: Essential Functions: Develop algorithms to analyze animal behavior in videos.

General Responsibilities: Work with faculty at the development of video analysis algorithms.

Knowledge, Skills and Abilities: Proficient with the Python language and ability to work independently.

Experience: At minimum CSCI 0201

Position Number: 901855

Position Title: Research Assistant - Repka

EDORDA: 311-2142-50200-10-510275-00000

Position Type: Single incumbent

Department: Chemistry/Biochemistry

Supervisor: Lindsay Repka

Description: Essential Functions:

Designing, conducting and analyzing synthetic organic chemistry and/or biochemistry experiments

General Responsibilities:

- Designing, conducting, and analyzing experiments
- Maintaining a laboratory notebook
- Following safe laboratory practices

Knowledge, Skills and Abilities: Organic chemistry

Experience: Laboratory work in organic chemistry

Position Number: 901857

Position Title: Research Assistant- Indigenous Rights

EDORDA: 311-2911-50200-10-000000-12985

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Mez Baker-Medard

Description: Essential Functions:

This work broadly focuses on the reciprocal interactions between human and natural systems. This project administratively supports the creation of a special journal issue focused on collaborative management from multiple case studies around the globe.

General Responsibilities:

The research assistant will work with Dr. Baker-Medard and two other researchers on a special issue focused on indigenous environmental sovereignty and indigenous approaches to natural resource management. The research assistant will primarily help organize communications with scholars submitting their work to the special issue and log these communications in an excel sheet accessible to all collaborators. The research assistant will also participate in conducting a literature review on collaborative and polycentric natural resource management practices from different areas of the globe.

Knowledge, Skills and Abilities:

- interest in reciprocal socio-natural relations
- interest in indigenous cosmologies and approaches to natural resource management
- willingness to conduct a literature review
- Aptitude with Excel
- professionalism with emails

Remote work is only permissible within the United States.

Position Number: 901859

Position Title: FRAF Research Asst. GEOG

EDORDA: 311-2911-50200-10-000000-12962

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Guntram Herb

Description: Departmental FRAF

Position Number: 901858

Position Title: UCRF Research Asst. Winfield

EDORDA: 311-2142-50200-10-510275-00000

Position Type: Single incumbent

Department: Dance

Supervisor: Lida Winfield

Description: UCRF Funded RA

Position Number: 901857

Position Title: Research Assistant- Indigenous Rights

EDORDA: 311-2902-50200-10-110025-11599

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Mez Baker-Medard

Description: Essential Functions:

This work broadly focuses on the reciprocal interactions between human and natural systems. This project administratively supports the creation of a special journal issue focused on collaborative management from multiple case studies around the globe.

General Responsibilities:

The research assistant will work with Dr. Baker-Medard and two other researchers on a special issue focused on indigenous environmental sovereignty and indigenous approaches to natural resource management. The research assistant will primarily help organize communications with scholars submitting their work to the special issue and log these communications in an excel sheet accessible to all collaborators. The research assistant will also participate in conducting a literature review on collaborative and polycentric natural resource management practices from different areas of the globe.

Knowledge, Skills and Abilities:

- interest in reciprocal socio-natural relations
- interest in indigenous cosmologies and approaches to natural resource management
- willingness to conduct a literature review
- Aptitude with Excel
- professionalism with emails

Position Number: 901856

Position Title: Research Assistant-Zhai

EDORDA: 314-0000-50200-10-000000-14983

Position Type: Single incumbent

Department: Academic Affairs

Supervisor: Zu Wei Zhai

Description: Essential Functions:

Essential functions include, but are not limited to data coding and organization, data analysis, online survey creation and dissemination, response scoring, subject recruitment, EEG data collection, applying and maintaining electrodes, computerized task programming, training new students, literature searches, draft sections for manuscripts, and presenting research.

General Responsibilities:

General responsibilities include, but are not limited to managing and archiving data, keeping data secured, maintaining lab computers, scheduling regular updates on research progress, communicating in a timely manner, completing all laboratory safety training, and keeping files organized so that they may be retrieved at later date.

Knowledge, Skills and Abilities:

Students must have strong organizational skills, write clearly and revise their own drafts, be able to work independently, communicate clearly, and pay attention to details.

Students should have knowledge of SPSS or equivalent statistical software, Qualtrics, Endnote or Zotero, spreadsheets and data entry programs, PubMed and other research journal databases.

It is beneficial, but not necessary to have working knowledge of MatLab and more advanced statistical programs.

Experience:

Students should have experience inside a laboratory setting, such as the lab section of a STEM course. It is expected that students have or will complete the necessary lab safety training, and know how to conduct themselves safely in a laboratory setting.

Position Number: 901861

Position Title: Student Activities Special Events Staff

EDORDA: 311-2902-50200-10-110025-16060

Position Type: Single incumbent

Department:

Supervisor: Shannon Bohler

Description: Responsibilities and General Requirements”

- Provide welcoming and inclusive environment for students during SAO events.

- Practice excellent customer service for attendees at events
- Arrives prepared and on time for work.
- Set up and breakdown necessary supplies and equipment for each event.
- Arrive to an event 45-60 minutes before the event.
- Engage with participants and guests during the event.
- At the end of each event, stay until event supplies and equipment is put away correctly and organized.
- As needed, attend on-going trainings or meetings with the Student Activities Office professional staff to ensure implementation of events.
- When necessary, provide written documentation and feedback about the event to the Student Activities Staff,
- Must act and represent, Middlebury College and the Student Activities Office in a positive and professional manner
- Occasionally, use personal cell phone to take photos during events that could be used on social media platforms.
- Complete training as a Health Safety Officer in order to implement and comply with state and college policies regarding COVID transmission risk mitigation
- Complete all training programs in order to work in-person on the Vermont Campus

Hours of work:

- Work hours are primarily on Thursday, Friday and Saturdays in the late evening 8pm onward.
- Occasional day time shifts on Friday afternoons, Saturdays and Sundays or other days of the week
- Ideal candidates will sign up for consistent shifts and become a leader on implementing reoccurring events (ex. Hosting Bingo Nights, setting up board games every Thursday, running ice skating rink ect.)

Position Number: 901860

Position Title: Environmental Health Research Assistant-Lit Summary

EDORDA: 311-2902-50200-10-110025-16060

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Kathryn Crawford

Description: Essential Functions:

Review and summarize literature about global personal care product use, prepare manuscript for peer-review

General Responsibilities:

Review and summarize literature about global personal care product use, prepare manuscript for peer-review

Knowledge, Skills and Abilities:

Knowledge of endocrine-disrupting chemicals, strong scientific research and writing skills

Experience:

Knowledge of endocrine-disrupting chemicals, strong scientific research and writing skills

Approved for remote work within the United States only.

Position Number: 901860

Position Title: Environmental Health Research Assistant-Lit Summary

EDORDA: 311-2902-50200-10-110025-16060

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Kathryn Crawford

Description: Essential Functions:

Review and summarize literature about global personal care product use, prepare manuscript for peer-review

General Responsibilities:

Review and summarize literature about global personal care product use, prepare manuscript for peer-review

Knowledge, Skills and Abilities:

Knowledge of endocrine-disrupting chemicals, strong scientific research and writing skills

Experience:

Knowledge of endocrine-disrupting chemicals, strong scientific research and writing skills

Approved for remote work within the United States only.

Position Number: 901860

Position Title: Environmental Health Research Assistant-Data

EDORDA: 311-2902-50200-10-212203-14464

Position Type: Single incumbent

Department: Environmental Studies

Supervisor: Kathryn Crawford

Description: Essential Functions: Clean and analyze data, write relevant sections of manuscript for peer review

General Responsibilities: Clean and analyze data, write relevant sections of manuscript for peer review

Knowledge, Skills and Abilities:

Statistical analyses in R and/or excel, experience with technical science writing, knowledge of per- and polyfluoroalkyl substance chemistry

Experience:

Statistical analyses in R and/or excel, experience with technical science writing, knowledge of per- and polyfluoroalkyl substance chemistry

Approved for remote work within the United States only.

Position Number: 901863

Position Title: Research Assistant Lyford

EDORDA: 311-1101-50200-10-303056-00000

Position Type: Single incumbent

Department: Mathematics

Supervisor: Alex Lyford

Description: Essential Functions: The student will scrape data, conduct analyses, and help with a lit review.

General Responsibilities: The student will scrape data, conduct analyses, and help with a lit review.

Knowledge, Skills and Abilities: R

Experience: R, rvest

Position Number: 901864

Position Title: Research Asst- Affolter

EDORDA: 311-2901-50200-10-630053-00000

Position Type: Single incumbent

Department: Education Studies

Supervisor: Tara Affolter

Description: Essential Functions: student researchers for an antiracist film project

General Responsibilities:

They will be conducting research that requires training and will be assisting in developing an extensive documentary and professional development project.

Knowledge, Skills and Abilities: prior knowledge of antiracism required

Eligible for remote work from within the united States only

Position Number: 901862

Position Title: CHNS/FMMC 0350 Teaching Asst

EDORDA: 311-2901-50200-10-630155-00000

Position Type: Single incumbent

Department: Chinese

Supervisor: Nicole Patterson

Description: Essential Functions:

- 1) Each week attend class (90 minutes) on Wednesday and in class make a 15-minute presentation on a film or film not on our syllabus to expand what the students know about Chinese documentary film and give them a model of how analyze it. And then participate in that day's discussion. 90 minutes + 90 preparation time = 3 hours.
- 2) Each week hold a 1-hour discussion session for students in the class who are also students of Mandarin and want to practice talking about doc in Mandarin.
- 3) Each week have a 1-hour drop-in session to consult with students who choose to make a short film as their major project for the class.

Total 5 hours per week.

General Responsibilities:

1) Each week attend class (90 minutes) on Wednesday and in class make a 15-minute presentation on a film or film not on our syllabus to expand what the students know about Chinese documentary film and give them a model of how analyze it. And then participate in that day's discussion. 90 minutes + 90 preparation time = 3 hours.

2) Each week hold a 1-hour discussion session for students in the class who are also students of Mandarin and want to practice talking about doc in Mandarin.

3) Each week have a 1-hour drop-in session to consult with students who choose to make a short film as their major project for the class.

Total 5 hours per week.

Knowledge, Skills and Abilities:

Have taken and passed CHNS/FMMC 0350 previously. Must be bilingual (English and Mandarin).

Experience:

Have taken and passed CHNS/FMMC 0350 previously. Must be bilingual (English and Mandarin).

Position Number: 901865

Position Title: Research Assistant-Myers

EDORDA: 314-2001-50200-10-211053-15007

Position Type: Single incumbent

Department: Economics

Supervisor: Caitlin Myers

Description: Essential Functions: Provide research assistance to Caitlin Myers.

General Responsibilities: Collect, clean, and visualize data.

Knowledge, Skills and Abilities: Knowledge and experience with a statistical software program- either R or Stata.

Experience:

Prior coursework in data science, statistics, or related fields preparing the student to collect, clean/wrangle, and visualize data.

Eligible for remote work from within the United States only.

Position Number: 901866

Position Title: Data Science Student Assistant

EDORDA: 311-6002-50200-10-000000-00000

Position Type: Single incumbent

Department: Economics

Supervisor: Caitlin Myers

Description: Essential Functions:

Assist faculty instructors for Data Science Across Disciplines sister courses in preparing print and digital materials describing the course.

General Responsibilities:

Generate static and interactive visualizations using a variety of data sets and the statistical software package R.

Knowledge, Skills and Abilities:

Familiarity with the basics of data science and the statistical software package R.

Experience:

Prior experience in Data Science or related courses and knowledge of the statistical software package R.

Eligible for remote work within the United States only.

Position Number: 901867

Position Title: Mindfulness Fellow

EDORDA: 311-3101-50200-10-000000-00000

Position Type: Single incumbent

Department: Scott Ctr for Spirit/Rel Life

Supervisor: Ellen McKay

Description: Essential Functions:

Create a webpage that will be embedded in the Scott Center's main page: A Mindfulness Initiative at Midd. Include headings that cover the wide territory in which areas ("silos") of mindfulness exist currently at Middlebury. Provide descriptions and links to primary people and/or resources for each area, including especially current and upcoming events, courses and programs.

Compile a list of resources from outside Midd for each area.

Begin to compile an archive of events and resources that can be found over the last decade.

General Responsibilities:

Work with Mark Orten and other faculty and staff across campus to create a comprehensive listing of mindfulness events, opportunities, organizers, and archive of activities.

Knowledge, Skills and Abilities:

Knowledge of and experience with mindfulness activities at Middlebury

Excellent writing skills

Ability to reach out to people both inside and outside Middlebury to collect mindfulness information

Ability to create Mindfulness webpage within the Middlebury site using Drupal9

Experience: Experience with mindfulness activities at Middlebury

Position Number: 901868

Position Title: Campus Printer Technician

EDORDA: 314-2001-50200-10-211053-15007

Position Type: Pooled

Department: Information Technology Svcs.

Supervisor: Joe Durante

Description: This position will maintain all the public printers on the Middlebury Campus. Duties are as follows.

- Refill public printers with paper.
- Refill public printers with toner.
- Stock print room that have storage space with paper and toner.
- Neaten print rooms.
- Report to the service desk any noticed issues with printers
- Must be able to move cases of paper 24#'s and up to various locations on campus.
- o Using a handcart or if a college license is obtained the IT van.
- The schedule can be flexible as long the needs are met.
- Covid guidelines apply.

Position Number: 901869

Position Title: Research Assistant- Anderson

EDORDA: 311-2911-50200-10-000000-11551

Position Type: Pooled

Department:

Supervisor: Carrie Anderson

Description: Essential Functions:

Work as a research assistant for an ongoing Data Science project about the circulation of textiles on Dutch East and West India Company ships in the 17th and 18th centuries.

General Responsibilities:

Use the programming language R to clean and refine data and applications that were made as part of a 2021 team-taught Jterm class.

Knowledge, Skills and Abilities: Data Science/ R

Experience: R programming, computer science

Position Number: 901871

Position Title: UCRF Research Asst. Spritzer

EDORDA: 311-2911-50200-10-000000-14467

Position Type: Pooled

Department: Biology

Supervisor: Mark Spritzer

Description: UCRF funded RA

Position Number: 901870

Position Title: UCRF Research Asst-Vergheese

EDORDA: 311-2111-50200-10-520021-11136

Position Type: Pooled

Department: Political Science

Supervisor: Ajay Vergheese

Description: UCRF funded position

Position Number: 901872

Position Title: VBRN Scholar

EDORDA: 311-2111-50200-10-520021-11136

Position Type: Pooled

Department: Biology

Supervisor: Assorted

Description: VBRN Scholar Position

Position Number: 901872

Position Title: VBRN Scholar

EDORDA: 311-2004-50200-10-000000-14161

Position Type: Pooled

Department:

Supervisor: Assorted

Description: VBRN Scholar

Position Number: 901873

Position Title: SB/BB Game Staff

EDORDA: 311-2902-50200-10-000000-11162

Position Type: Single incumbent

Department: Athletics

Supervisor: Franklin Dean-Farrar

Description:

Position Number: 901874

Position Title: FRAF Research Asst- Burnham

EDORDA: 311-2902-50200-10-212203-10632

Position Type: None

Department: History

Supervisor: Louisa Burnham

Description: FRAF Funded R.A

Position Number: 901776

Position Title: Research Asst. Gupta

EDORDA: 311-2505-50200-10-207023-12812

Position Type: Pooled

Department:

Supervisor: Hemangini Gupta

Description: Research Assistant for Hemangini Gupta.

Position Number: 901875

Position Title: CCE Student Transcriber

EDORDA: 311-2802-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Liz Cleveland

Description: General Responsibilities: Provides support for curricular and co-curricular programs by transcribing audio materials including recordings of events, interviews, and other. Knowledge, Skills and Abilities: Must work cooperatively with others and accepts direction from supervisor. • Must have effective analytical, interpersonal and verbal/written communication skills. • Must be able to take charge and work independently. Must manage sensitive material, highly confidential matters, and private records with discretion. Experience: Prior note taking experience is highly desirable

Position Number: 901876

Position Title: Visitor Experience Intern

EDORDA: 311-2802-50200-10-000000-00000

Position Type: Pooled

Department: Museum of Art

Supervisor: Mikki Lane

Description: Essential Functions: The right candidate will work 10-20 hours per week with the Events and Programs Coordinator for the Museum of Art. General Responsibilities: • Assisting with the scheduling and training of student and community visitor experience receptionists for the front desk. • Learning and troubleshooting cash register issues with proficiency to help others out of a bind if needed • Working with the Events and Programs Coordinator to update the Museum Receptionist training manual • Working at least 1 shift per week at the Museum front desk, and filling in for some shifts as available/needed (Other hours will be in an office environment.) • Accepting direction from the Events and Programs Coordinator in person or remotely. (Note: This position will entail some unsupervised work) • Helping with Museum events as necessary • Assisting with the processing of Museum memberships • Processing paperwork from gift shop sales At the front desk they will: • Welcome and inform visitors about exhibitions and promote good public relations with inclusive information for all visitors • Be knowledgeable about diversity, equity, inclusion, and accessibility • Run cash register and be able to troubleshoot problems thoroughly when needed for sales at the front desk • Answer telephone, take and deliver messages. Other leadership responsibilities include: • Training other receptionists to work at front desk which will include: o Helping to onboard new receptionists including tours of the facility and introductions to staff members. This will also include training others about: § Greeting the public § Reception station § Diversity, Equity, Inclusion, and Accessibility § Role playing visitor services scenarios § Sharing information regarding the artwork, including its location § Museum membership (Students and the community) § Supporting Student Friends of the Art Museum Coordinators during events as needed § Rule enforcement § Cash register § Special events § Breaks and timeliness at the front desk § Finding a substitute receptionist when they are unable to work a shift § The phone system § Group visits § Dress code Other Duties May Include: • Working directly with the Events and Programs Coordinator and performing office work as required. • Tallying and recording weekly and monthly sales and visitor attendance • Working with supervisor to implement online version of the above system • Preparing and delivering deposits to cashier's office when necessary • Handling of telephone, mail, and online orders for Museum bookstore • Helping to maintain bookstore appearance and rotating stock as it pertains to each exhibit • Recording daily cash and credit purchases, and depositing them to cashier's office • Monthly record keeping for the bookstore. • Organizing all receptionists' hours kept at the front desk and reporting them to Museum Events and Programs Coordinator for approval in the college financial system. • Picking up and distributing Museum mail as needed • Assisting with the processing of Friends of the Art Museum memberships as needed • Performing other duties as assigned. Knowledge, Skills and Abilities: • Excellent communication and people skills • Solid math skills • Strong organizational skills • Strong attention to detail • Able to work independently Experience: Past Visitor Experience roles helpful Diversity, Equity, Accessibility, and Inclusion skills a bonus Crowd management certification useful

Position Number: 901877

Position Title: Curatorial Research Assistant

EDORDA: 311-2113-50200-10-000000-11419

Position Type: Single incumbent

Department: Museum of Art

Supervisor: Jason Vrooman

Description: Essential Functions: Assist the Chief Curator with preparation for special exhibitions and interpretation of the permanent collection. Contribute to Education/Engagement initiatives as necessary. General Responsibilities: - Compile annotated bibliographies of relevant research materials. - Make recommendations/consult on exhibition theme. (For 2021-22, the exhibition in preparation is "Performing Gender in 19th-Century Paris") - Assist with the compilation of a checklist of featured works. This may include evaluating the MCMA's current holding; identifying loans from other institutions and assisting with relevant paperwork; and identifying potential acquisitions and writing acquisition proposals. - Research and write interpretive materials. These materials may include an introductory text, section texts, objects labels, print or digital gallery guides/family guides/school activities, a press release, social media and blog posts, and more. - Identify potential speakers and public programming in relation to the exhibition. - In addition, the Curatorial Research Assistant may periodically be called upon to assist with general Education/Engagement duties. This work may include (but is not limited to): developing accessibility resources for the permanent collection; creating a thematic tour for the permanent collection, liaising with Middlebury faculty about teaching in the museum; assisting with preparation for the student docent training program; and helping with the planning and possible execution of public programs. All work of this nature would be decided after dialogue between student and supervisor. Knowledge, Skills and Abilities: - Careful attention to detail - Excellent time management skills - Excellent research and writing skills - Ability to work independently and collaboratively - Knowledge of accessibility standards with museums (or equivalent experience) - General knowledge of art history as well as specific knowledge about the exhibition(s) in progress (in 2021-22, this means 19th-century French art) Experience: Because of the highly specialized nature of this work, strong preference will be given to applicants who have already worked in a museum. In some instances, specialized knowledge of an exhibition topic may substitute for--or be desirable in addition to--prior museum experience.

Position Number: 901879

Position Title: ENAM Research Asst.

EDORDA: 311-2110-50200-10-000000-16078

Position Type: Pooled

Department:

Supervisor: Brett Millier

Description: Essential Functions: Familiar with research databases in literary and other fields, able to retrieve library materials in various forms, strong writing and proofreading/editing skills, self-motivated and personally responsible; Hours Per Week: 10; General Responsibilities: Assisting 6-8 faculty members with tasks related to scholarship and teaching, including things like doing online research, fetching materials from the library (and returning things), searching documents for relevant terms, ordering desk copies of textbooks, and, depending on the student's particular skills: help with updating the departmental website, proofreading and editing manuscripts, citation verification, and the like; Knowledge, Skills and Abilities: Familiarity with the norms of literary research and teaching is essential. A real interest in literature and experience in the department would be a plus; Experience: No specific experience required. But as above, experience with literary research and writing, and experience in the department would be helpful; Other: A person able to do work for several idiosyncratic people in a prompt and positive manner would both enjoy this job and likely do it well.

Position Number: 901878

Position Title: Mammalogy Assistant Laboratory Preparator

EDORDA: 311-6105-50200-10-000000-00000

Position Type: Pooled

Department: Biology

Supervisor: Alexis Mychajliw

Description: Essential Functions: Essential functions for this position include driving a college van, helping the instructor place camera traps and hair snares, and assisting with specimen preparation for teaching/dissection/sampling; Hours Per Week: 10; General Responsibilities: General responsibilities include attending both laboratory sections of mammalogy to facilitate lab set up and take down, arranging transportation and specimen logistics, and assisting with pre-lab preparation such as setting of camera traps, preparation of reagents, and collection of scat and hair materials; Knowledge, Skills and Abilities: This position requires knowledge from introductory biology and ecology and evolution courses, knowledge of local Vermont ecosystems, and ability to drive a college van; Experience: N/A

Position Number: 901881

Position Title: Student Life Deans Office -SWSP

EDORDA: 311-1106-50200-10-630161-11179

Position Type: Pooled

Department: Dean of Students

Supervisor: Tainia Cantin

Description: Essential Functions: Assisting with office projects -- i.e. SLDs Newsletter
Hours Per Week: 3 hrs
General Responsibilities: •Running errands
Being current on campus issues and providing information
Assisting with office projects/bulletin boards/Newsletter (for example)
Other projects/duties as necessary
Creativity and enthusiasm is a necessity. Must be dependable, self-motivated, outgoing and enjoy helping others.
Knowledge, Skills and Abilities: Computer tech support and systems knowledge is a must for this position.
Experience: Experience editing, optimizing images for the web, and/or managing online content
Excellent writing, editing, and proofreading skills
Computer literacy: Microsoft Office suite, FileMaker Pro, Photoshop, Illustrator, and InDesign (for example)

Position Number: 901880

Position Title: Research Assistant- Anti Racist Learning Hub

EDORDA: 314-2001-50200-10-213103-16351

Position Type: Pooled

Department: Library

Supervisor: Michael Roy

Description: Essential Functions:

The Research Assistant for the Anti Racist Learning Hub plays an integral role in the conceptualization, construction, and maintenance of the hub's website, and in building and maintaining a network of organizations and individuals that contribute to the hub, and in promoting awareness and use of the hub by the Middlebury community.

Hours Per Week: 20

General Responsibilities:

Specific duties include:- Researching content for the hub, and creating descriptive language for the hub's resources.

Outreach to student organizations to identify content for the hub.

Developing marketing plans for promoting awareness and use of the hub by the entire Middlebury community.

Writing copy for the taskforce newsletter.-

Tracking engagement with and use of the hub.

Position Number: 901864

Position Title: Digital Media and Technical Assistant

EDORDA: 311-2110-50200-10-000000-13183

Position Type: Pooled

Department: Arts Center

Supervisor: Allison Coyne Carrol

Description: Summary: Provides live-streaming, video creation, and technical support for Performing Arts Series (PAS) and Mahaney Arts Center (MAC) Concert Hall events.

Creates, tests, manages, live streams during live events presented by the PAS and the MAC

Assures resulting stream videos are accessible for patrons during viewing periods

Compiles streaming statistics and analytics

Assists in video development for event promotion and use in social media in collaboration with PAS and MAC directors

Hours Per Week: 5-15 hrs/wk, depending on events, Almost all evenings/wknds

General Responsibilities:

Assists Robison Hall Technical Director with recording and stage management as needed

Communicates effectively and appropriately, verbally and in writing, with individuals of extremely diverse backgrounds and large groups. Ability to listen and consider the views of others.

Primarily evening and weekend work required.

Knowledge, Skills and Abilities:

Demonstrated knowledge of live streaming and media software essential

Ability to work independently and with minimal supervision during live events vital

Use of a wide range of current social media apps necessary

Familiarity with supporting the technical aspects of live events

Experience with the college's Drupal 7 and Drupal 8 web platforms appreciated, but training can be provided

Video/story development skills a plus

Ability to work successfully in a team-oriented environment, responding to rapidly changing demands

Excellent verbal and written communication skills needed

Experience:

Minimum 1-year experience of successful streaming and media software use (professional and personal web channels as proof of experience accepted)

Extensive knowledge of social media apps and tools (professional and personal content as proof of experience accepted)

Demonstrated experience editing and creating quality video content appreciated (vital if we're forced to convert to an all-virtual season)&

Other:

Experience working with the college's Media Services or Production Advisory Group a plus

Crowd Manager certification appreciated, but training available

College Van or personal driver's license a plus, but not required

Drone piloting (with a Remote Pilot Certificate, per FAA part 107) is a cool bonus, but not required

Position Number: 901885

Position Title: Biology Event Assistant

EDORDA: 311-2801-50200-10-000000-13924

Position Type: Pooled

Department: Biology

Supervisor: Missey Thompson

Description: Essential Functions:

Oversee and provide for the safety of guest speakers and audience by enforcing house policies. Greet the audience and assist guests as needed. Assist with seminar/event marketing.

Hours Per Week: 2-4

General Responsibilities:

Arrive no later than 30 minutes before event.

Check in with Department Coordinator or Seminar Series Coordinator.

Pre-lecture check of room: looking for and removing obstructions from isles, trash on floor/counters, and checking emergency egress.

The crowd manager will submit a record of each event overseen. Document any problems with the space or issues during the event. Take head count.

Assist with setting up refreshments, if applicable.

Enforce House policies regarding cameras/recording devices.

Oversee management of latecomer seating.

At end of performance, clean performance space of trash and audience lost & found items.

Assist with creating & hanging posters, sending reminder emails, updating 25Live and other duties as assigned.

Knowledge, Skills and Abilities:

Must be outgoing, friendly and helpful, yet assertive and calm in the event of an incident/emergency.&

Knowledge of Photoshop helpful.

Experience: Must have completed Middlebury College Crowd Manager Training and be certified. Training shall be provided through the Environmental, Health & Safety Department on a regular basis as needed. Frequency will be determined by the EH&S Department.)

Position Number: 901884

Position Title: Digital Media and Technical Assistant

EDORDA: 311-2903-50200-10-000000-00000

Position Type: Pooled

Department: Arts Center

Supervisor: Allison Coyne

Description: Summary: Provides live-streaming, video creation, and technical support for Performing Arts Series (PAS) and Mahaney Arts Center (MAC) Concert Hall events.

Creates, tests, manages, live streams during live events presented by the PAS and the MAC

Assures resulting stream videos are accessible for patrons during viewing periods

Compiles streaming statistics and analytics

Assists in video development for event promotion and use in social media in collaboration with PAS and MAC directors

Hours Per Week: 5-15 hrs/wk, depending on events, Almost all evenings/wknds

General Responsibilities:

Assists Robison Hall Technical Director with recording and stage management as needed

Communicates effectively and appropriately, verbally and in writing, with individuals of extremely diverse backgrounds and large groups. Ability to listen and consider the views of others.

Primarily evening and weekend work required.

Knowledge, Skills and Abilities:

Demonstrated knowledge of live streaming and media software essential

Ability to work independently and with minimal supervision during live events vital

Use of a wide range of current social media apps necessary

Familiarity with supporting the technical aspects of live events

Experience with the college's Drupal 7 and Drupal 8 web platforms appreciated, but training can be provided

Video/story development skills a plus

Ability to work successfully in a team-oriented environment, responding to rapidly changing demands

Excellent verbal and written communication skills needed

Experience:

Minimum 1-year experience of successful streaming and media software use (professional and personal web channels as proof of experience accepted)

Extensive knowledge of social media apps and tools (professional and personal content as proof of experience accepted)

Demonstrated experience editing and creating quality video content appreciated (vital if we're forced to convert to an all-virtual season)

Other:

Experience working with the college's Media Services or Production Advisory Group a plus

Crowd Manager certification appreciated, but training available

College Van or personal driver's license a plus, but not required

Drone piloting (with a Remote Pilot Certificate, per FAA part 107) is a cool bonus, but not required

Position Number: 901886

Position Title: CTLR Peer Tutor- Subject Lead

EDORDA: #N/A

Position Type: #N/A

Department: Ctr Teaching/Learning/Research

Supervisor: Frank Ruzick

Description: Assists the Program Director in the training and management of subject tutors, including STEM, Social Science, and Philosophy.

Hours Per Week: 10

General Responsibilities:

Primary duties include developing and overseeing shift schedules for drop-in study sessions, developing outreach materials, communicating with peer tutors on a regular basis, and assisting the Director in providing training and HCM time approval.

Knowledge, Skills and Abilities:

Strong skills using Excel and at least one statistics application preferred.

Desire to work closely with peers as well as professional staff of the CTLR. Ability to work as part of a team. Excellent communication skills, including timely correspondence habits. Must be detail oriented.

Experience:

At least one year of CTLR Subject Peer tutoring experience at Middlebury College.

Leadership experience desired.

Office work experience helpful.

Position Number: THEA Costume Specialist

Position Title: 901888

EDORDA: 311-2902-50200-10-110025-16083

Position Type: Pooled

Department: Theatre

Supervisor: Carol Wood

Description: Works with the Costume Director and Associate Costume Director on special projects.

Demonstrated substantial experience and specialized skills in one of the following areas: web/graphic design, video editing/production, stock management and maintenance, patternmaking, high-level costume builds.

Takes on a project from start to finish with minimal supervision.

May maintain and manage a project or area of costume, such as stock and rentals, inventory, or show builds. Supervises and trains student assistants as needed.

Special Instructions:

Only currently enrolled Middlebury College (on-campus or virtual) students may apply. Preference given to students with work study in their financial aid packages.

Position Number: 901887

Position Title: Abenaki Midd Collab Book Designer

EDORDA: 311-2902-50200-10-000000-11424

Position Type: Pooled

Department: Theatre

Supervisor: Olga Sanchez Saltveit

Description: Essential Functions:

The Abenaki Middlebury College Collaboration Book Designer will support the creation of a book based on research essays by students of FYSE 1570 (spring '21).

Hours Per Week: 2

General Responsibilities:

Working in collaboration with the supervisor, the Designer will investigate self-publication restrictions to help determine the contents and layout of the book for self-publication. They will communicate with student researchers regarding final drafts, and seek permissions for images to include. The Designer will help determine the book's layout and populate with student research materials.

Knowledge, Skills and Abilities:

The Designer should have experience with graphic design of print publications and with digital applications for visual layout. Reliability and the ability to take initiative are critical.

Experience: Graphic design and layout. Blog design experience is helpful.

Other: This project completes a Community Engagement project. The Designer should be a good collaborator, with an interest in cultural decolonization as expressed in print media.

Experience with the FYSE 1570 Native Presence and Performance is a plus.

Position Number: 901889

Position Title: FRAF Research Asst. Kubacki

EDORDA: 311-2911-50200-10-000000-11927

Position Type: Pooled

Department: Mathematics

Supervisor: Michaela Kubacki

Description: FRAF funded Research Asst.

Position Number: 901890

Position Title: UCRF Research Asst. GSFS

EDORDA: 311-2911-50200-10-000000-11927

Position Type: Pooled

Department:

Supervisor: Carly Thomsen/Gupta Hemangini

Description: UCRF funded RA

Position Number: 901890

Position Title: FRAF Research Asst- Dovey

EDORDA: #N/A

Position Type: #N/A

Department: Chemistry/Biochemistry

Supervisor: Cole Dovey

Description: FRAF funded RA

Position Number: 90892

Position Title: Research Asst- Karpman

EDORDA: 314-3333-50200-10-000000-00000

Position Type: Pooled

Department: Mathematics

Supervisor: Kara Karpman

Description: Essential Functions:

The research assistant will read and summarize academic publications, write computer code to implement statistical and machine learning models, and assist in creating material for future data science/machine learning courses.

Hours Per Week: 10

General Responsibilities

The research assistant will read and summarize academic publications, write computer code to implement statistical and machine learning models, and assist in creating material for future data science/machine learning courses.

Knowledge, Skills and Abilities:

Ability to program in R, a statistical programming language

Knowledge of data science at the level of Math 118 (Intro to Data Science)

Knowledge of statistics at the level of Math 116 (Intro to Statistical Science)

Knowledge of machine learning at the level of Math 218 (Statistical Learning)

Experience:

The student must have taken Math 118, Math 116 (or equivalent), and Math 218. The latter may be taken concurrently.

Position Number: 901898

Position Title: Dining Assistant

EDORDA: 314-3255-50200-10-000000-00000

Position Type: Pooled

Department: Dining Services

Supervisor: Brent Simons

Description: A Dining Hall Checker is a customer service based employee that is responsible for recording customer counts, greeting our customer base and answering any questions regarding student meal plan card balances. This position will be responsible for recording any revenue taken during a meal period. Other responsibilities of this work may include the training of other College personnel in the position and the general upkeep of the dining room and work area. Essential Functions: Cheerfully greets the customers. • Maintains a sufficient work pace to ensure a proper customer flow. • Must be thoroughly knowledgeable of technology used. • Cleans work area and dining room after shift (including sweeping and mopping and wiping tables) and maintains an orderly area. • Complies with Dining Services dress code. • Follows all cash management policies and procedures to ensure accountability of College funds. • Adheres to appropriate standards of behavior in the workplace. • Though hired into a specific working title or location, all employees of Food Operations are expected to support overall operations by: participating in cross-training, providing coverage during staff absences or special events, and being willing and able to perform additional, related duties and/or be reassigned to another work unit. This position has shifts available all week, 7am-9am, 11am-2pm and 5pm-8:30pm at Atwater, Ross, and Proctor dining halls. Job duties include: • Assisting Dining staff with tasks as requested; restocking supplies or food service as needed. Required training: • PCI training—

one hour, paid • Cashier/ Register Training—one hour paid • Shadowing full-time checker—two hours paid

Position Number: 901894

Position Title: Snow Bowl Ski Areas Operations Associate

EDORDA: 311-2127-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Mike Hussey

Description: Essential Functions: This position is customer service based and has varied tasks ranging from Lift operations to Parking lot detail. Hours Per Week: 16 General Responsibilities: Ski lift operations - assisting customers get on the ski lifts Directing customer parking in the parking lot Shoveling snow other duties as assigned Knowledge, Skills and Abilities: On the Job training will be necessary for all responsibilities. Good customer service demeanor is essential.

Position Number: 901893

Position Title: Japanese TA 101

EDORDA: 311-2902-50200-10-110025-16061

Position Type: Pooled

Department: Japanese Studies

Supervisor: Sayaka Abe

Description: Essential Functions: Assisting with Japanese language assignments

Hours Per Week: 5-10

General Responsibilities:

Assisting instructors with Japanese language assignments 2-3 times a week.

Knowledge, Skills and Abilities:

Japanese (native/near-native levels)

Experience: None other than language proficiency.

Position Number: 901895

Position Title: Research Asst- Crodelle

EDORDA: 311-2125-50200-10-000000-00000

Position Type: Pooled

Department: Mathematics

Supervisor: Jennifer Crodelle

Description: Essential Functions:

Writing mathematical models, running code, reading literature, and meeting with me once a week.

Hours Per Week: 5-6

General Responsibilities:

Working on a mutually agreed upon research project

Knowledge, Skills and Abilities:

Thorough understanding of differential equations, some understanding of mathematical modeling, basic understanding of neuroscience (not necessarily required), and some coding experience is preferable.

Experience: MATH 0122 and MATH 0226

Position Number: 901896

Position Title: German Language Tables Asst.311

EDORDA: 311-2902-50200-10-110025-16084

Position Type: Pooled

Department: German

Supervisor: Danielle Denis

Description: General Responsibilities:

During the lunch the student is responsible for facilitating and actively encouraging conversation between the students, while correcting grammar as appropriate.

Knowledge, Skills and Abilities:

Must be fluent in German

Position Number: 901897

Position Title: Research Asst- Thomas

EDORDA: 311-2911-50200-10-000000-11330

Position Type: Pooled

Department: Psychology

Supervisor: Gina Thomas

Description: Essential Functions:

Research Assistants will assist with faculty research projects.

Their duties may include, but are not limited to: data collection, data entry, transcribing oral interviews into written text, qualitative coding and analysis, and quantitative coding and analysis.

In addition, some projects may require the research assistant to assist in recruiting participants, preparing materials for research studies, conducting literature reviews, and participating in lab group discussions.

Hours Per Week: 5

General Responsibilities:

Research Assistants will assist with faculty research projects. Their duties may include, but are not limited to: data collection, data entry, transcribing oral interviews into written text, qualitative coding and analysis, and quantitative coding and analysis.

In addition, some projects may require the research assistant to assist in recruiting participants, preparing materials for research studies, conducting literature reviews, and participating in lab group discussions.

Knowledge, Skills and Abilities:

Good communication skills, willingness to learn and participate in research activities

Experience:

Psychology majors only

Position Number: 901899

Position Title: FRAF Research Asst-Miller-Lane

EDORDA: 311-2110-50200-10-520056-00000

Position Type: Pooled

Department: Education Studies

Supervisor: Jonthan Miller Lane

Description: FRAF funded

Position Number: 901900

Position Title: Research Assistant- Eggleston

EDORDA: 311-2116-50200-10-510339-00000

Position Type: Pooled

Department: Biology

Supervisor: Erin Eggleston

Description: Essential Functions:

Research in the lab and field associated with the USGS 104b VT Water Resources Grant "Vermont cyanobacterial harmful algal bloom ecology and toxin biosynthesis gene activity: a path to novel management strategies"

Hours Per Week: 4-12

General Responsibilities:

Conduct sample collection in the field and culturing and molecular-based protocols in lab as needed.

Knowledge, Skills and Abilities:

Coursework in ecological and molecular biological concepts and lab skills.

Experience:

Preferred: ability to run PCR and filter water samples for molecular analysis

Position Number: 901901

Position Title: NSF Research Asst. L'Roe

EDORDA: 314-1101-50200-10-303086-00000

Position Type: Pooled

Department: Geology

Supervisor: Jessica L'Roe

Description: Essential Functions

Hourly work to help with data management and analysis of household survey and land use information regarding human-environment relationships around protected areas in the tropics

Hours Per Week 5

General Responsibilities

Data management and analysis

Knowledge, Skills and Abilities

Geography Major preferred

Experience

No prior experience required

Position Number: 901902

Position Title: Compass Communications

EDORDA: 314-2911-50200-10-000000-13139

Position Type: Pooled

Department:

Supervisor: Dana Anderson

Description: Essential Functions: The Compass Communications Intern will serve as a Compass ambassador, by positively contributing to the Compass vision of deepening students' sense of belonging and contribution to thriving communities, while crafting meaningful lives filled with curiosity and authenticity. The Compass Communications Intern will share information about Compass programming and the "Insider's Guide to Middlebury" to both students and faculty/staff mentors and campus partners. The Compass Intern will focus on the first-year experience in AY 21-22, and will draw from their own personal experience at Middlebury College to create colorful and effective communications. Hours Per Week: 5 General Responsibilities: • Co-create the Compass brand with staff, faculty, and student input with a welcoming, accessible, and inclusive tone. • Utilize creative methods to reach and engage the Middlebury community (e.g., videos, personalized emails, phone/text, etc.) create communications for students and/or staff/faculty partners and mentors. • Develop and sustain relationships with targeted student organizations and affinity groups to boost early student engagement with Compass. • Create content (articles, blog posts, videos, etc.) for Compass newsletters and other outreach campaigns. • Assist with outreach to spread the word about Compass programming and events. Knowledge, Skills and Abilities: • Able to approach complex problems through the practice of interpersonal skills that promote teamwork and acceptance of diversity of thought regarding goals and priorities. • Able to uphold meaningful and productive connections between the greater Middlebury community and Compass, and be alert to possibilities for expansion. • Enthusiasm for the Compass vision and for the goal of engaging first-year students in co-curricular activities and mentoring. • Persuasive communication skills (oral, written, and interpersonal). • Comfortable in front of a camera. This position may be creating promotional videos. • Reliability and organizational know-how; must be able to manage time and operate in a

professional environment. • An ability to work independently and as part of a team. • Strong attention to detail. • Work 5 hours/week for the full 21-22 academic year. • Experience: • Eligible candidates must be rising sophomores, juniors or seniors who are in good academic standing. • Experience with marketing and promotion. Able to assist in social media campaign strategies and creation, and content ideation

Position Number: 901903

Position Title: FRAF Research Assistant- PSYCH

EDORDA: 311-2911-50200-10-000000-14467

Position Type: Single incumbent

Department:

Supervisor: Varies

Description: FRAF funded

Position Number: 901904

Position Title: Research Asst- Verghese

EDORDA: #N/A

Position Type: #N/A

Department: Political Science

Supervisor: Ajay Verghese

Description: Essential Functions:

This research assistant will assist with coding historical data on religious conflict in India, and the writing of case studies about specific empires.

Hours Per Week: 6

General Responsibilities:

Coding historical data, qualitative case studies.

Position Number: Clifford/Hostile Terrain Lead

Position Title: Clifford/Hostile Terrain Lead

EDORDA: 314-2001-50200-10-303020-16194

Position Type: Pooled

Department: Environmental Affairs

Supervisor: Minna Brown

Description: Essential Functions:

Support the planning, training, and installation of art exhibition in coordination with the Clifford Symposium

Hours Per Week: 5-10

General Responsibilities:

Run two two-hour volunteer training sessions, including prep for this volunteer training.

Coordinate schedule of volunteers to ensure that two are at each tag-writing event

Schedule and set up mass tag writing events

Run the mass tag writing events

Work on the script for the volunteers

Oversee installation of tags on the wall

Ensure that all tags are written properly and rewrite tags that may be of lesser quality (quality control of tags)

Knowledge, Skills and Abilities:

Clear communication skills

Fluency with art installation processes

Position Number: 901906

Position Title: Research Assistant-Berazneva

EDORDA: 311-2911-50200-10-000000-11263

Position Type: Pooled

Department: Economics

Supervisor: Julia Berazneva

Description: A student research assistant will work with faculty of the Vermont Center for Behavioral Science Research on Climate and the Environment on several research projects. The work will include reviewing literature, designing and executing experiments, analyzing data, and reporting research findings.

Training (courses) in empirical and theoretical methods of Economics or Psychology.

Excellent communication and organization skills. Prior research work experience is recommended but not required.

Position Number: 901907

Position Title: FRAF Research Assistant- Fitzsimmons

EDORDA: 314-5202-50200-10-000000-00000

Position Type: Pooled

Department: Sociology

Supervisor: James Fitzsimmons

Description: FRAF Funded Position

Position Number: 901909

Position Title: APP Project Associate

EDORDA: 311-2911-50200-10-000000-16069

Position Type: Pooled

Department: Alumni Relations

Supervisor: Laura Napolitano

Description: Essential Functions: The student(s) in this position will be primarily working on designated projects related to Reunion including but not limited to communicating with vendors and campus partners, training other students, and problem solving ways to hire other students for the Alumni Office for both academic year positions and for Reunion. Hours Per Week: max of 20 General Responsibilities: Assist the Alumni and Parent Program Support Manager in managing a variety of projects such as coding event and attendee information, data entry, record keeping, procuring alumni for peer school inaugurations, and managing messages in the alumni email inbox as well as incoming phone calls. The Project Associate will work with a broad range of constituents including parents, alumni, College officials, and student project office assistants. The Project Associate will be entrusted with maintaining confidential files. Work closely with the Program Support Manager to organize and maintain office electronic archives including updating procedures to allow student staff and Alumni and Parent Programs (APP) staff members to efficiently complete tasks. The Project Associate will also assist the Program Support Manager with training the APP Project Assistants, especially new hires. Collaborate with multiple members of the APP team and take direction on various projects as assigned, reporting back results in a timely fashion. Assist APP staff with Reunion planning logistics including but not limited to brainstorming ideas and researching options, communicating with outside vendors & campus partners, and updating files in preparation for the upcoming Reunion weekend including manuals for the coordinator, deputies, and hosts. Must sign a confidentiality agreement and

whitepapers, consulting with the iThrive team, and interacting with instructors and students and partner high schools. Qualifications: The applicant should be passionate about studying extremism and terrorism-related issues, with a particular interest in education and countering violent extremism. Special weight will be given to applicants who have proven ability to think creatively, as creative problem solving will be necessary when working with the iThrive team. Strong verbal and written communication skills a must.

Position Number: 901911

Position Title: UCRF Research Asst.-Povitz

EDORDA: 314-3253-50200-10-000000-00000

Position Type: Pooled

Department: History

Supervisor: Lana Povitz

Description: UCRF funded position

Position Number: 901912

Position Title: Snow Bowl Retail Marketing Intern

EDORDA: 311-1106-50200-10-630161-12824

Position Type: Pooled

Department: Snow Bowl

Supervisor: Derrick Cram

Description: Snow Bowl – Retail Operations Marketing Intern Job Description: Support the Snow Bowl Advisory Committee, Snow Bowl management team and College Marketing team in driving overall awareness and interest in the Snow Bowl among both students and the broader mid-VT community, increasing advance season pass sales and bringing more visitors to the Snow Bowl for the 2021-22 winter season. Responsibilities:Review existing materials compiled by the Advisory Committee, including materials and presentations from the SE Group (external consultant), draft logo redesign renderings, and Advisory Committee report(s)Develop a comprehensive marketing plan for the 2021-22 season, including channel strategies, draft content (digital, print, radio and social media, as well as existing College marketing channels) and projected budgetDevelop CRM database, including basic protocols for maintenance, upkeep and usageIncorporate existing communications plans, including season pass, rental shop and snow report outreachConsider marketing overlap with the Rikert Nordic Center for the winter season, and potentially adding the Ralph Myhre Golf Course (as a College amenity open to the public and serving the local community) Role:Participate in ongoing Advisory Committee meetings (typically scheduled 2x/month over zoom)Report to Derrick Cram – Ski Shop

team-based remote work environment, as well as work independently. RA must be able to take initiative, be interested in continuing their own learning, and work well with and without supervision. This is designed as a part-time summer opportunity with the possibility of extending into the academic year.

To apply: submit cover letter, resume and an unofficial transcript. Applications will be reviewed as they are received.

Position Number: 901914

Position Title: Project-Based Learning Project Assistant

EDORDA: 311-2134-50200-10-000000-00000

Position Type: Pooled

Department: Ctr Teaching/Learning/Research

Supervisor: Amy McGlashan

Description: Project-Based Learning Project Assistants are intended to help facilitate high quality project-based learning in the Middlebury College curriculum. The PBL PAs will work closely with faculty and staff who comprise the Project-Based Learning Community of Practice, providing support for faculty implementing Project-Based Learning (PBL) pedagogy into their courses, and for Community of Practice meetings and discussions.

A key function of the Project-Based Learning Project Assistant (PA) is to support faculty in preparing and carrying-out a project within an academic course. Specific tasks will vary depending on the needs of the faculty member(s) and possible community partnership, as well as the particular strengths of the PA.

Areas of support may include:

* Training and Skill Development: Facilitate skills-based workshops in classes on topics such as:

Goals & Principles of PBL

Team Development

Project Management

Creating Reflective Spaces

Relationship Building

Community Partnership Best Practices

Identifying and arranging for other campus resources that would be useful, e,g, DLINQ, Oratory Now

*Course Preparation: Consult with faculty member on syllabus or assignment development.

*Community Projects: Manage project logistics and timeline.

*Facilitating Class Activities and Assignments: Reflection Activities, Team-building or strengthening activities, Project management activities, Other Service-Learning Activities

*Community Partnership Development & Support: Regularly check in with community partners using phone, Zoom, email, and other technologies.

*Evaluation/Assessment: implement project evaluation for students and/or community partner.

*They may serve other duties and functions similar to teaching assistants, as needed.

In addition, PBL PAs will have general responsibilities that support activities of the PBL Community of Practice, such as to:

* help organize Community of Practice meetings and be contributing members of the Community.

* research materials and resources on key topics related to PBL that follow up on Community of Practice discussions and/or instruction.

*Work with faculty to incorporate material into courses

*help identify, deliver, and possibly develop key resources to help facilitate project-based learning pedagogy, and possibly help test and assess key components.

*In addition, the PAs may help develop materials with similar content to be used in faculty development workshops on PBL course design, PBL as anti-racist pedagogy, and PBL in the First-Year Seminar, among other topics.

Knowledge, Skills and Abilities:

*Strong written and oral communication skills

*Comfort with remote teamwork and collaboration

*Attention to detail. Able to work independently

Experience:

*Previous experience with project work, preferably in an academic context (e.g. internships, course projects, student organization partnerships with community members/organizations) desirable.

*Student leadership experience is helpful.

*Experience working directly with faculty (e.g. research assistantship, independent study, other) is also useful.

PAs must be able to take initiative, be interested in continuing their own learning, and work well with and without supervision. This is designed as a part-time opportunity through the academic year with the possibility of extending into the summer.

To apply: submit cover letter, resume and an unofficial transcript. Applications will be reviewed as they are received

Position Number: 901918

Position Title: Research Assistant-Political Science

EDORDA: 311-2122-50200-10-214683-00000

Position Type: Pooled

Department: Political Science

Supervisor: Amy Yuen

Description: Essential Functions:

Statistical research

Hours Per Week: 6-8 total hours - not per week

General Responsibilities:

Statistical research

Knowledge, Skills and Abilities: Use of internet

Position Number: 901916

Position Title: Student Assistant- Arabic

EDORDA: 311-2124-50200-10-000000-00000

Position Type: Pooled

Department: Arabic

Supervisor: Nicole Patterson

Description: Essential Functions:

Assist in planning and implementing para-curricular activities and assistance with other departmental tasks as needed.

Hours Per Week: 4

General Responsibilities:

The employee will work with the Arabic TA to plan and implement para-curricular activities such as the Arabic radio program, cultural enrichment activities that take place at the Arabic House or in other venues, and other departmental events.

The employee may be asked to help with other departmental tasks if needed, such as updating the departmental website.

Position Number: 901919

Position Title: French and Francophone Photographer

EDORDA: 311-2001-50200-10-211053-16340

Position Type: Pooled

Department: French

Supervisor: Jolene Newton

Description: Attend events for the French Club or the French Department and take photos at event.

Upload photos within 24 hours of the event so we can post on our website. Be responsive to emails from coordinator about upcoming events and scheduling.

Email event hosts before attending, to ensure we can capture the event.

Take photos and some time doing brief editing, uploading and distributing photos to Coordinator of Department

Knowledge of modern photography and ability to take high-resolution photos that can be used online.

Ability to do some editing, while retaining high-resolution photos.

Ability to converse in French preferred, but not required.

Experience in photography and photo editing preferred.

Position Number: 901920

Position Title: Lead Project-Based Learning Project Assistant

EDORDA: 311-1106-50200-10-000000-13836

Position Type: Pooled

Department:

Supervisor: Amy McGlashan

Description: Essential Functions:

Project-Based Learning Project Assistants (PAs) are intended to help facilitate high quality project-based learning in the Middlebury College curriculum. The Lead PBL PA will play a leadership role in helping other students be effective in their job serving as PBL PAs, help to oversee activities and training, and work closely with faculty and staff who comprise the Project-Based Learning Community of Practice to support faculty implementing Project-Based Learning (PBL) pedagogy into their courses, as well as for Community of Practice meetings and discussions.

A key function of the Lead Project-Based Learning Project Assistant (PA) is to play a leadership role in ensuring that a cohort of peers serving as PBL Project Assistants is adequately prepared and skilled to provide high quality resources and support to faculty using PBL in their classes. The PBL PAs support faculty in preparing and carrying-out a project within an academic course, as well as support the PBL Community of Practice. Specific tasks will vary depending on the current base of student knowledge regarding PBL, the needs of a faculty member(s), and possible community partnership, as well as the particular strengths of the PA. The Lead PA will help organize training sessions and work with PBL Community of Practice organizers to arrange and prepare to provide key PBL resources and support to faculty as they request it. Areas of support may include:

* Training and Skill Development: Facilitate skills-based workshops on topics such as:

Goals & Principles of PBL

Team Development

Project Management

Creating Reflective Spaces

Relationship Building

Community Partnership Best Practices

Identifying and arranging for other campus resources that would be useful, e.g, DLINQ, Oratory Now

*Course Preparation: Consult with faculty member on syllabus or assignment development.

*Community Projects: Manage project logistics and timeline.

*Facilitating Class Activities and Assignments: Reflection Activities, Team-building or strengthening activities, Project management activities, Other Service-Learning Activities

*Community Partnership Development & Support: Regularly check in with community partners using phone, Zoom, email, and other technologies.

*Evaluation/Assessment: implement project evaluation for students and/or community partner.

*They may serve other duties and functions similar to teaching assistants, as needed.

In addition, the Lead PBL PA will have general responsibilities that support activities of the PBL Community of Practice, such as to:

* help organize Community of Practice meetings and be a contributing member of the Community.

* research materials and resources on key topics related to PBL that follow up on Community of Practice discussions and/or instruction.

*Work with faculty to incorporate material into courses

*help identify, deliver, and possibly develop key resources to help facilitate project-based learning pedagogy, and possibly help test and assess key components.

*In addition, the PA may help develop materials with similar content to be used in faculty development workshops on PBL course design, PBL as anti-racist pedagogy, and PBL in the First-Year Seminar, among other topics.

Knowledge, Skills and Abilities:

*Leadership * PBL Skills, such teamwork and collaboration, project management, facilitating inquiry, etc.

*Strong written and oral communication skills

*Comfort with remote teamwork and collaboration

*Attention to detail. Able to work independently

Experience:

*Previous experience as a PBL Project Assistant with project work, preferably in an academic context (e.g. internships, course projects, student organization partnerships with community members/organizations) desirable.

*Student leadership experience. Experience training and supervising peers is helpful.

*Experience working directly with faculty (e.g. research assistantship, independent study, other) is also useful.

The Lead PA must be able to take initiative and be comfortable leading their peers, be interested in continuing their own learning, and work well with and without supervision. This is designed as a part-time opportunity through the academic year with the possibility of extending into the summer.

To apply: submit cover letter, resume and an unofficial transcript. Applications will be reviewed as they are received

Position Number: 901922

Position Title: Research Asst- Lint

EDORDA: 311-1102-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Roberto Lint Sagarena

Description:

Position Number: 901923

Position Title: Admissions Tour Guide

EDORDA: 311-2902-50200-10-110025-14462

Position Type: Pooled

Department: Admissions (Middlebury)

Supervisor: Cynthia Hatch

Description: Primary purpose of the Admissions Tour Guide is to represent Middlebury College to visiting students and families by giving tours. Also serving as a liaison between Admissions and prospective students and families answering questions about Middlebury College and the application process and requirements.

Give tours to prospective students and families

Greet visitors and provide necessary information as needed.

Must handle confidential materials with discretion.

Assist staff with virtual gatherings and other virtual events.

Interact with visitors to the Admissions Office.

Assist with visitor registration and check in.

Assist staff as needed for special project and other duties as they arise.

Knowledge/Skills Desired:

Work well independently and show initiative to complete necessary work

Collaborate with fellow Student Tour Guides.

Must be prompt and reliable in communications.

Previous Tour Guiding experience preferred

Position Number: 901921

Position Title: Senior Research Asst-Rao

EDORDA: 311-2905-50200-10-000000-11167

Position Type: Pooled

Department:

Supervisor: Akhil Rao

Description: Title: Senior Research Assistant Job description: The Senior RA role is intended for students in or approaching their senior year, who have worked as RAs for an economist or other quantitative social scientist for at least one semester or summer term. Ideal candidates will be skilled programmers familiar with multiple languages and code documentation practices, able to write mathematical proofs, and able to train and supervise other RAs on one or more projects. This position is ideal for students who are interested in pre-doctoral programs/graduate school or careers in managing cross-functional technical teams (e.g. engineering management). Essential Functions: A Senior RA must be able to both deliver product and supervise other RAs working on similar products. "Products" for this role encompasses code and/or mathematical proofs; datasets and simulations are essential verifications of product quality, but are not themselves products. Senior RAs may be responsible for success or timely completion of advanced research projects. Ideal candidate will be interested in economic research and data analysis (for statistical projects) or economic theory (for mathematical projects). Depending on the specific project, degree of autonomy, and quality of execution, Senior RAs may be listed as coauthors on research papers. Knowledge, Skills and Abilities: Minimally-necessary KSAs are listed as bullet point headers. Sub-bullet points describe KSAs that are helpful for the role and will be considered during application review, but may be learned on the job. Knowledge of statistics at least at the ECON 211 level, ideally at the ECON 212 level. ECON 212 is an advanced course covering empirical research design. Senior RAs on empirical projects will be involved in developing strategies for causal inference from non-experimental data, so this knowledge is essential to success in the role. Advanced econometrics courses such as ECON 0355 (Empirical Methods in Macroeconomics) or ECON 0411 (Applied Econometrics) are helpful. Ability to code estimators (e.g. OLS, FGLS) from scratch is helpful. Ability to write Monte Carlo simulations to test performance of identification strategies and estimators is helpful. Previous background (e.g. a course with certificate) in data carpentry is helpful. Knowledge of calculus and optimization at least at the ECON 255 level, ideally at the ECON 0350 level. ECON 0350 is an advanced course covering dynamic optimization and dimensionality reduction in dynamical systems. Senior RAs on mathematical projects will be involved in developing proof strategies to reduce complex high-dimensional systems to tractable low-dimensional systems without losing essential features, so this knowledge is essential to success in the role. Advanced economic theory courses such as ECON 0280 (Game Theory) or ECON 0344 (International Economics) are helpful. Ability to write simulations to illustrate theorems and extend theorems to analytically intractable cases is helpful. Ability to write and modify iterative convergence algorithms (e.g. Value Function Iteration) for dynamic optimization problems is helpful. Familiarity with linear algebra and differential equations is helpful. Ability to work independently and remotely. Ability to present technical material to non-technical audiences. Ability to supervise and train between 1 and 3 other RAs in technical work, verify the utility and completeness of code documentation and replication packages, and manage product delivery and quality testing. "Quality testing" encompasses development of unit tests to check that code works, identification of potential counterexamples to isolate scope conditions for mathematical theorems, and other tasks necessary to verify the integrity of produced code and proofs. Code documentation and replication packages are increasingly important for quantitative sciences like economics. A well-written documentation and replication package is often essential to project success and continuity. Senior RAs may be tasked with ensuring such documentation and packages are produced by the RA team or with producing it themselves. Senior RAs

may be responsible for allocating and scheduling sub-tasks among the RA team, so ability to efficiently delegate is helpful. Experience with “pair programming” and other agile software development techniques is helpful. Necessary coding experience: R & RStudio, Stata, Python, GIS, Mathematica. Senior RAs should be proficient in at least 3 of the 5 items listed above, as job responsibilities will include training others in their use. Coding proficiency with 3 of the 5 listed items should be at a level where the Senior RA has produced at least one major deliverable using them. Such deliverables should be integrated products, e.g. a suite of codes to first process large numbers of maps, then generate a collection of datasets from those maps, and finally link them to support ad hoc statistical analyses in multiple languages. Senior RA may be responsible for translating codes in one language to another. Familiarity with Git (e.g. GitHub, GitLab) is helpful. Familiarity with functional programming is helpful. Familiarity with REST APIs, SQL, and relational databases is helpful.

Position Number: 901924

Position Title: ITAL 1003 Teaching Assistant (TA)

EDORDA: 311-2911-50200-10-000000-11504

Position Type: Pooled

Department: Italian

Supervisor: Nicole Patterson

Description: The TA will assist the instructor with the students’ daily reading responses papers in “Discussion” on Canvas. For the duration of Winter Term, she or he will do the readings, go over half the responses, and then report to the instructor: are the responses valid? Do they show that the students have mastered the material? Do they make it clear that part of the material in the readings has been fully understood?

1.5 hours, 4 times a week.

ExperienceMastery of content of ITAL 1003Upper level Italian

Position Number: 901925

Position Title: FRAF Research Asst - Lint Sagarena

EDORDA: 311-2902-50200-10-212203-11289

Position Type: Pooled

Department: American Studies

Supervisor: Roberto Lint Sagarena

Description: FRAF Funded

Position Number: 901927

Position Title: Geography Research Assistant- Herb

EDORDA: 311-2117-50200-10-000000-00000

Position Type: Pooled

Department: Geography

Supervisor: Guntram Herb

Description: Map production for publication (Global Studies Atlas), which includes background research, data collection and processing, and map design.

Requirements: general research skills, data management using software such as excel, familiarity with digital mapping software such as QGIS and Adobe Illustrator.

Experience: Course work in cartography and/or GIS

Position Number: 901926

Position Title: Studio Art Social Media & Photography Assistant

EDORDA: 311-2004-50200-10-000000-13052

Position Type: Pooled

Department: Studio Art

Supervisor: Michaela Davico

Description: The Social Media and Photography Assistant will help engage the larger Studio Art & Arts community with unique Instagram posts of student artwork, projects, and events. This position will also assist students with use of the photography studio equipment and programs. Applicants should have experience with social media and photography, as well as an interest in the Arts. Experience with Instagram and a student who has knowledge of photography studio software and hardware.

Position Number: 901930

Position Title: Track and Field Meet Asst.

EDORDA: 311-2901-50200-10-530336-00000

Position Type: Pooled

Department: Athletics

Supervisor: Bruce Ingersoll

Description: General tasks associated with a successful track and field meet.No experience needed.

Position Number: 901931

Position Title: Research Assistant -Mitchell

EDORDA: 314-2001-50200-10-303020-13052

Position Type: Single incumbent

Department: History

Supervisor: Rebecca Mitchell

Description: Assist with design of a publicly-accessible website related to the history of the nuclear arms race between the Soviet Union and United States; work with enrolled students in HIST 465 as they construct their portions of the website.Required skills:

Experience building websites (Wordpress or similar platform) or willingness to learn.

Desired skills: Russian language knowledge would be helpful. Prior independent research experience desirable. Demonstrated interest in history, international relations, or political science would be helpful.

This is a new course. Having completed this course is not required.Interested students should send a CV and a brief statement of interest to: rmitchell@middlebury.edu

Position Number: 901932

Position Title: BSL Research Assistant- McCauley

EDORDA: 311-1401-50200-10-000000-00000

Position Type: Single incumbent

Department: Psychology

Supervisor: Nancy Peters

Description:

Position Number: 901929

Position Title: Communication & Marketing Associate

EDORDA: 311-2902-50200-10-110025-16277

Position Type: Single incumbent

Department: Communications (Middlebury)

Supervisor: David Gibson

Description: — Write regular social media posts for our marketing efforts with the Admissions Office — Work with the Graphic Design team on ongoing projects, from research to producing graphics — Work with the Middlebury Magazine editor on various editorial projects, from research to producing texts — Work with VP David Gibson in our collaborations with public affairs firms to bring visibility to MIIS faculty, staff, and alum achievements Experience as a writer, designer, and marketer in student organizations or internships. (Masud meets these criteria, most notably in his leadership roles in Middlebury's ISO, Marker's Space, and coursework.)

Position Number: 901933

Position Title: Research Assistant-Cotts

EDORDA: 311-2911-50200-10-000000-11253

Position Type: Single incumbent

Department: Chemistry/Biochemistry

Supervisor: Benjamin Cotts

Description: Responsibilities- data analysis, data fitting, data processing, data acquisition and other duties related to time-resolved diffraction imaging of semiconductor nanocrystals in the Cotts lab. Keeping a good laboratory notebook, presenting at group meeting, and following safety procedures.

Knowledge/Skills

Data analysis, nonlinear curve fitting, diffraction data interpretation, scientific writing and presentation

Experience

background in Python coding and chemistry courses including CHEM0351

Position Number: 901934

Position Title: FRAF Research Asst- Vazquez

EDORDA: 312-4309-50200-10-300593-00000

Position Type: Single incumbent

Department: History of Art & Architecture

Supervisor: Edward Vazquez

Description: FRAF funded RA

Position Number: 901935

Position Title: Research Assistant-Kriner

EDORDA: 311-2154-50200-10-530278-00000

Position Type: Pooled

Department:

Supervisor: Matthew Kriner

Description: | This position will support the Senior Research Scholar and Research Lead for the The Accelerationism Threat Assessment and Research Initiative. Duties will entail conducting open source primary research on accelerationist threat actors, identifying emerging trends in accelerationist activities online and offline, tracking federal law enforcement arrests and investigations related to accelerationist terrorism, drafting short and long form analytical reports, and collating primary source documents obtained from archives. The student should have specialized knowledge and familiarity with open-source intelligence (OSINT) techniques and exposure to applied research. In addition, they should have familiarity with accelerationism, right-wing extremism, and relevant terrorism trends. The student should have demonstrated communication and verbal skills. Experience writing applied research reports or conducting academic research projects

Position Number: 901936

Position Title: Research Assistant - Lawrence

EDORDA: 311-2902-50200-10-110025-16283

Position Type: Pooled

Department: Sociology

Supervisor: Matt Lawrence

Description: Provides research assistance for sociology faculty member. Specific responsibilities include managing datasets (data wrangling and cleaning), performing data analyses, summarizing findings, and reviewing existing research on related topics.

General knowledge of sociological research on topics related to higher education, social mobility, inequality, and/or families. Basic to intermediate skills in data analysis and statistical testing, preferably in R.

At least one undergraduate course in data analysis, statistics, or related content.

Position Number: 901937

Position Title: Research Assistant-Byrne

EDORDA: 311-2004-50200-10-000000-13049

Position Type: Pooled

Department: Biology

Supervisor: Sam Byrne

Description: The person hired into this position will be responsible for routine laboratory maintenance and assist with various projects in Professor Byrne's environmental health lab. Routine tasks will include washing glassware, preparing standard solutions, processing biological samples for contaminant analysis, and maintaining a clean and organized laboratory environment. The research assistant will help as needed with research projects that may include analysis of toxic substance concentrations in biological and environmental samples, health endpoint assessment in biological samples, data analysis and interpretation of population level data, literature review and writing topics in environmental and public health.

General Responsibilities: The qualified applicant must be reliable, well-organized, eager to learn, and able to work with attention paid to fine detail. An ability to work with integrity both independently and as a team member is essential. An interest and background in the natural sciences is preferred. The person hired into this position will attend regular lab meetings one per week.

Knowledge, Skills and Abilities: Students should be able to independently utilize R/Rstudio for data management and analysis. Lab safety training required.

Experience: None necessary, prior experience in a scientific lab (courses count) is preferred.

Position Number: 901938

Position Title: Kenyon Rink Attendant

EDORDA: 311-2901-50200-10-530358-00000

Position Type: Pooled

Department: Athletics

Supervisor: Neil Sinclair

Description: Varied responsibilities with men's and women's hockey games: announcer, penalty box, time keeper, or scorer. Knowledge of the game of hockey or a background with announcing athletic contests.

Position Number: 901939

Position Title: BOLD Program Intern

EDORDA: 311-2129-50200-10-000000-00000

Position Type: Pooled

Department: Dean of Students

Supervisor: Elaine Orozco Hammond

Description: Assist with logistical tasks associated with the Middlebury BOLD (BOLD Scholars and BOLD Leadership Scholars) program and support general office operations. Work with key departments on campus to manage logistics and ensure successful planning of BOLD and BOLD Leadership Scholar curricula, BOLD annual retreat, and graduation celebration and other meetings and events for the academic year Meet regularly with newest BOLD Leadership Scholars Schedule 1:1 meetings for BOLD Director with all BOLD Scholars and Leadership Scholars Create, update and maintain BOLD materials (e.g. Thrive Guide, list of scholars, alumnae information) Create, update, and maintain BOLD social media and website presence (including but not limited to Instagram, LinkedIn, Middlebury College page) Attend all scheduled meetings and training sessions. Photocopy, scan, and file as necessary. Assist as needed with other projects that emerge over the course of the year. Perform other duties as assigned by the Assistant, Office of Institutional Diversity, Equity, and Inclusion or the BOLD Director Basic computer skills, proficiency in MS Word, Excel, Outlook. Basic office skills – answering phones, photocopying and filing. Knowledge of Middlebury College resources helpful. Working Knowledge of other computer programs including, but not limited to, 25Live, Drupal, InDesign, and Photoshop, is helpful. Excellent interpersonal and communication skills; detail-oriented; ability to manage and prioritize multiple tasks; top-notch organization skills; self-motivation and the ability to work independently on projects; positive attitude and interest in learning, thinking creatively, and working as a member of a team.

Position Number: 901940

Position Title: Luso-Hispanic Studies Teaching Assistant

EDORDA: 311-2901-50200-10-630127-00000

Position Type: Pooled

Department: Spanish and Portuguese

Supervisor: Jamie Robertson

Description: Assist faculty instructor Must be fluent in Spanish or Portuguese (depending on the course assignment)

Position Number: 901941

Position Title: Endowed Research Asst - MCRobinson

EDORDA: 311-2105-50200-10-000000-00000

Position Type: Pooled

Department: Chemistry/Biochemistry

Supervisor: Molly Costanza Robinson

Description: Endowed Chair Student Research Assistant

Position Number: 901942

Position Title: IPE Research Asst.- Pyle

EDORDA: 311-2118-50200-10-303115-00000

Position Type: Pooled

Department: Political Science

Supervisor: Will Pyle

Description:

Position Number: 901943

Position Title: McCallum GEO Research Asst.

EDORDA: 311-2135-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Allison Jacobel

Description:

Position Number: 901944

Position Title: PSYC Assessment Proctor

EDORDA: 311-2110-50200-10-000000-14198

Position Type: Pooled

Department:

Supervisor: Nancy Peters

Description: This position requires a student who is able to proctor quizzes/exams/assignments for the psychology department in the evenings. The student must be available one or two nights a week for a 3 hour period each, typically from 7 to 10:00 PM. The student proctor will gather the assessments from a locked cabinet placed their by faculty at the beginning of each session. The student employee will had out the assessment and administer them according to the instructions provided with the assessment. At the end of the session, the employee proctor will place the completed assessment back in the locked cabinet. No experience or qualifications are required for the position other than the student being an enrolled undergraduate.

Position Number: 901945

Position Title: BIOL0280 Lecture TA

EDORDA: 311-2135-50200-10-510320-00000

Position Type: Pooled

Department: Biology

Supervisor: Grace Spatafora

Description: Essential Functions:

The person filling this position will assist the Biology 280 lecture professor with office hours and review sessions before scheduled examinations.

General Responsibilities:

Attend all lecture meetings (3 contact hours per week) Host regular office hours (2 hours per week) Offer review sessions before scheduled exams (1 hour on weekends before a scheduled exam)Should have strong communication skills and a sound understanding of concepts in immunology and advanced cell biology.

Must have taken BIOL0280 and earned a grade of A- or better.

Qualifications: Approval of BIOL0280 professor.

Position Number: 901946

Position Title: Research Assistant-Moeller

EDORDA: 314-2002-50200-10-000000-00000

Position Type: Pooled

Department: Psychology

Supervisor: Nancy Peters

Description:

Position Number: 901947

Position Title: DLINQ Inclusive Design Studio Intern

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Sarah Lohnes Watulak

Description: Under the supervision of Dr. Sarah Lohnes Watulak, Inclusive Design Studio lead, and in collaboration with other Studio interns, DLINQ interns, and DLINQ staff, the primary responsibilities of the Inclusive Design Studio intern are to assist in identifying Studio initiatives and possibilities for outreach and growth, as well as supporting existing Studio initiatives. Current Studio initiatives include: Organizing and mounting events to raise awareness around inclusive design; Increasing Studio outreach, including community engagement and marketing initiatives; Supporting the winter term course INTD 1227 Inclusive Design and Design Justice in Practice; Interest in learning about inclusive design and design justice; Strong collaboration skills; Excellent critical thinking/problem solving skills; Excellent verbal and written communication skills; Strong attention to detail; Experience conducting research; Self-starter We are looking for an intern to work 5-10 hours per week. The location of the position is flexible and can be carried out as on campus, remote, or hybrid. The intern can expect to have some scheduled hours during the week, to facilitate meetings with the Inclusive Design Studio team; additional tasks may be carried out during the week on the intern's own schedule.

Position Number:

Position Title: Compass Program Assistant

EDORDA: 314-1101-50200-10-303086-00000

Position Type: Pooled

Department:

Supervisor:

Description:

Position Number: 901948

Position Title: Compass Program Assistant

EDORDA: 311-2110-50200-10-000000-10030

Position Type: Pooled

Department:

Supervisor: Dana Anderson

Description: The Compass Program Assistant will serve as a Compass ambassador, by positively contributing to the Compass vision of deepening students' sense of belonging and contribution to thriving communities, while crafting meaningful lives filled with curiosity and authenticity. The Compass Program Assistant will work on a range of projects, with a focus on communications and program development. Project work includes developing communication materials, preparing for fall orientation, promoting campus resources, and supporting Compass programming and mentoring. Tasks may include general office support, data entry, and researching and communicating best practices for programming and mentoring.

General Responsibilities:

- Co-create the Compass brand with staff, faculty, and student input with a welcoming, accessible, and inclusive tone;
- Utilize creative methods to demonstrate best practices around Compass programming and mentoring which will reach and engage the Middlebury community (e.g., videos, personalized emails, phone/text, social media, posters, etc.);
- Develop and sustain relationships with targeted student organizations and affinity groups to boost student engagement with Compass;
- Create content (articles, blog posts, videos, etc.) about Compass programming and events;
- Assist with large-scale outreach initiatives about Compass programming and mentoring;
- Eligible candidates must be rising sophomores, juniors or seniors who are in good academic standing;
- Experience with marketing and promotion, with the ability to implement social media campaign strategies and creation, and content ideation;
- Ability to approach complex problems through the practice of interpersonal skills that promote teamwork and acceptance of diversity of thought regarding goals and priorities;
- Enthusiasm for the Compass vision and for the goal of engaging students in co-curricular activities and mentoring;
- Ability to uphold meaningful and productive connections between the greater Middlebury community and Compass, and be alert to possibilities for expansion;
- Persuasive communication skills (oral, written, and interpersonal);
- Comfortable in front of a camera, this position may include creating promotional videos;
- Creative, artistic or design experience useful;
- Understanding of and ability to utilize social media trends and analytics;
- Reliability and organizational know-how; must be able to manage time and operate in a professional environment, both independently and as part of a team;
- Strong attention to detail.

Ability to work 30 hours/week for the summer. This is an in-person position, however remote workers may be considered.

Position Number: 901949

Position Title: Cell Culture Preparatory Assistant

EDORDA: 311-2115-50200-10-530207-00000

Position Type: Pooled

Department: Biology

Supervisor: Susan Desimone

Description: Care and feeding of cell cultures. Will remove and replace media from cultured cells grown in T-75 flasks. May be required to prepare fresh media based on a provided recipe and stock solutions.

Student must have experience working in a laminar flow hood with cultured cell lines, have excellent sterile technique skills and comfort working with a variety of volumetric measuring tools in the hood. Must have experience working independently with cell cultures.

Position Number: 901950

Position Title: Research Assistant-Byker

EDORDA: 311-2111-50200-10-520021-00000

Position Type: Pooled

Department: Economics

Supervisor: Tanya Byker

Description: Data analysis including estimating regression models and producing figures and tables of results.

Literature review. Competence in Stata and familiarity with regression analysis. Training and coursework in data analysis through the math or economics department

Position Number: 901951

Position Title: Research Assistant- Dash

EDORDA: #N/A

Position Type: #N/A

Department:

Supervisor: Nancy Peters

Description: RA for Prof. Dash

Position Number:

Position Title: FRAF Research Assistant- Joo

EDORDA: 311-2116-50200-10-000000-11289

Position Type: Pooled

Department:

Supervisor:

Description:

Position Number: 901953

Position Title: UCRF Research Asst- Herb

EDORDA: 314-3251-50200-10-000000-00000

Position Type: Pooled

Department:

Supervisor: Guntram Herb

Description: UCRF Funded

Position Number: 901954

Position Title: College GIS Lands Database Redesign Intern

EDORDA: 311-2601-50200-10-202033-14334

Position Type: Pooled

Department: Geography

Supervisor: William Hegman

Description: Middlebury College is looking for an intern to help with the redesign of their GIS-based College Lands database. The database, first designed in 2005, is used extensively by the administration for long-term and day to day planning and management and by faculty and students working on research, theses, and special projects.

The redesign of the database will improve access, provide the ability to easily update important information and improve record keeping for the College. The redesign will focus on a web-based interface and integration with ArcGIS Pro and cloud-based data storage and will be compatible with the College's other Oracle databases.

The intern will work with the College administration as needed and with Bill Hegman, the College GIS Specialist, and Jonathan Kemp from ITS on the redesign. The majority of the work will be database design, GIS project development and web-based interfaces. There may be opportunities for some field work as well to explore and revise parcel boundaries.

Desired qualifications/skills/coursework:

- Successful completion of coursework in GIS (QGIS or ArcGIS Pro)
- Experience with database design and scripting (Java script or Python) a plus.
- Position requires a highly organized individual with attention to detail and documentation. Flexibility is also important, with the ability to maintain focus while performing a diverse set of tasks.

Start and End Dates: September 19th to December 12, 2022, but dates are negotiable. 10 - 15 hours/week with flexible schedule possible.

Location: Preference given to a student on campus

How to apply: Submit a resume and cover letter by the September 12th, 2022

Position Number: 901956

Position Title: Research Asst- Nguyen

EDORDA: 311-2601-50200-10-202033-14334

Position Type: Pooled

Department:

Supervisor:

Description: Student will have responsibilities of a research assistant. Assisting faculty with doing research on a topic of faculty interest. While all majors are welcome to apply, preference is given to those who have taken at least "Intro to Business & Enterprise" course at Middlebury College. Work entails: • 70% Investment analysis and strategy work (i.e., Data manipulation and corporate/manager research) • 20% Archival research of historical documents • 10% Social Media management While all majors are welcome to apply, preference is given to those who have taken at least "Intro to Business & Enterprise" course at Middlebury College.

Position Number: 901956

Position Title: W. Lax Videographer

EDORDA: 311-6108-50200-10-000000-12033

Position Type: Pooled

Department: Athletics

Supervisor: Danielle Ellis

Description: Filming during team practices. Licensed in drone flying in VT, timely, detail oriented. Experience droning sports practices.

Position Number: 901955

Position Title: Orientation & Vermont Explorations Intern

EDORDA: 311-2142-50200-10-300845-00000

Position Type: Pooled

Department: Dean of Students

Supervisor: Erin Morrison

Description: Orientation Interns serve as critical members of the College's MiddView planning team. They help to design and coordinate all aspects of the MiddView experiences that provide small-group connections amongst new students to ease their transition to college. The Orientation & Vermont Explorations Intern will work closely with campus and community partners and with the MiddView planning team to plan experiences that focus on leisure activities, culture and arts, support for transitioning to college life as well as assist in planning orientation programs, and Leader Training as a part of fall orientation (Middview). Job Tasks may include but are not limited to: Communicate directly with over 50 community and campus partners to develop mutually beneficial experiences that engage with, but not limited to, campus departments, local business, parks, and museums. With guidance from the MiddView planning team, assist in developing a leader training for Leaders that provides them with the opportunity to evaluate and deepen their awareness of personal values and learn about our local communities that support safe and meaningful experiences. Organize experiences for new students that focus on transitioning to life in Vermont, leisure and recreational activities, arts and culture activities such as painting, photography, or visiting museums. Communicating regularly with incoming students by updating web and social media platforms, managing databases, responding to and solving unexpected problems, other duties as assigned. Work with MiddView planning team to plan and implement orientation events and programs during Middview, including managing registration, supporting move in day and other orientation programs as needed. Experience and skills that will make candidates especially successful: Current Middlebury student. It is helpful if interns have been involved in Orientation, or Outdoor Programs in the past. Commitment to social justice, equity, and inclusion and desire to create inclusive environments at Middlebury. Wilderness First Aid or First Responder certification or other first aid experience. Ability to work independently on projects and collaborate with team members. Experience/interest in curriculum writing and leadership development. Past experience working in areas including but not limited leading outdoor trips or activities, paddling, climbing, hiking or personal interest in these activities. Strong organizational skills Time Commitment: Spring semester time commitment is part time (2-5 hours per week). Summer (June through September) commitment is full-time (37.5 hours per week).

Position Number: 901958

Position Title: Research Asst- Saurez

EDORDA: 311-2505-50200-10-530364-13908

Position Type: Pooled

Department: Environmental Studies

Supervisor: Dan Saurez

Description: This part-time RA position will support the research project, "Theories of Change," led by Prof. Suarez in Environmental Studies. The role will involve a combination of (a) literature review, (b) analytical writing, and (c) research design aimed at structuring more sustained and intensive work to be undertaken over the summer as part of this research project.

Position Number: 901959

Position Title: P&P Intern for Conflict Transformation

EDORDA: 311-2139-50200-10-303046-00000

Position Type: Pooled

Department:

Supervisor: Liz Cleveland

Description: With funding through the "Collaborative on Conflict Transformation". Working within partner human services agencies in Addison County, the intern will provide direct services in concert with agency staff, to support community members with accessing resources for housing, food, legal services, health and mental health care, educational programming, crisis support and other critical needs. These positions are an integral part of the delivery of services to Addison County residents, transforming conflict through engagement with the impacts of economic inequality.

Position Number: 901960

Position Title: Curricular Development Assistant

EDORDA: 311-6001-50200-10-000000-16353

Position Type: Pooled

Department:

Supervisor: Matthew Dickerson

Description: Helping to develop curricular activities and sample code for introductory computer science workshops. Programming ability in Python and NetLogo. Knowledge of computer science concepts up through and including at least data structures. Familiarity with Agent-Based Modeling (such as is taught

in CSCI 110 or CSCI 390) would be helpful. Programming background using turtle graphics. Hoping to hire 3 students. This could be a remote position. I am expecting it to be only 3 weeks at the start or end of the summer to avoid conflicts with other summer jobs students might have.

Position Number: 901961

Position Title: CARE Management Student Worker

EDORDA: 311-2901-50200-10-530358-00000

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Michelle Audette

Description: Create, edit and maintain webpages, forms and surveys. Research best practice and what other care management offices are utilizing. Collaborate on marketing tools and strategies to reach college aged consumers. Computer literacy, knowledge of campus resources and offices, strong written skills, positive interpersonal skills, organizational skills, initiative and the ability to collaborate and work independently.

Position Number: 901962

Position Title: ResLife/HWE Summer Intern

EDORDA: 311-2902-50200-10-212203-00000

Position Type: Single incumbent

Department: Dean of Students

Supervisor: Kristy Carpenter/Maddie Hope

Description: HWE/ResLife summer interns will help to perform general administrative duties such as photocopying, faxing, and filing, create and curate wellness and community living print media/social media content, and assist both offices with special projects as needed. Summer interns will also help support Summer RA programming, including developing and (co)hosting social and educational events and activities for student employees living on campus. Other projects will include helping prepare materials for August Student Leader Trainings and New Student Orientations, developing social and educational programming/activity kits for the upcoming academic year (including passive programming materials for things like bulletin boards, poster campaigns, etc), and supporting on-going summer processes like summer housing transitions. Summer Interns typically work 20 hours per week, splitting time between both offices. The ideal HWE/ResLife summer intern is an undergraduate student who demonstrates an understanding of the mission of the offices of Health and Wellness Education and Residential Life. Candidates must be proficient with MS Office applications, Google suite tools (docs, sheets etc.), social media platforms, have a willingness to learn website editing skills and an interest/ability in graphic design software. They must also work with attention to detail, be

comfortable working independently on projects and tasks, and be comfortable with health and wellness information/content. Candidates must also be living on campus for the summer and be available to assist with some evening/weekend programming.

Position Number: 901963

Position Title: Intro to Data Teaching Assistant

EDORDA: 311-2902-50200-10-212203-00000

Position Type: Single incumbent

Department: Economics

Supervisor: Tanya Byker

Description: Intro to Data Teaching Assistant (DTA) works with the Intro to Data Program Assistant (DPA) as student leaders to a group of incoming students who are taking an academic course, Intro to Data, in August, ahead of their first year.

The DTA and DPA will have remote work in August, and in person work once students arrive on August 25.

They will be in in-person class from August 26 - September 2. Support the health and safety of the Intro to Data students.

Proactively and appropriately address any concerns.The TA's primary responsibility is to be knowledgeable about the content of the course and to provide appropriate academic support to those students.

Attend remote and in-person classes. Schedule and lead afternoon and evening study sessions throughout the course (both remote and in-person. Be available to support students in their first days at Middlebury helping to establish a healthy and positive atmosphere among the Intro to Data students.

Attend (remote) support meetings with students, led by PA, when possible.

Act as a back-up resource for general information about living on campus. Attend special events during the in-person portion of the course, when possible.

Attend check in meetings with students, led by PA, during the in-person part of the course, when possible. Provide feedback to program staff and faculty to help develop the program for future years.

Must have taken relevant data science class such as Data Science Across the Curriculum, ECON 210 or 211, MATH 116 or 118, BIO 211.

Must be knowledgeable about orientation programs.

Experience with First@Midd, and ISSS orientation a plus. Previous experience in Residential Life and/or related positions highly desirable.

Must have a concrete understanding of the network of available resources on campus and a willingness to educate and/or show new students about those resources

As community leaders, the DTA is friendly and approachable, flexible, responsible, and patient. Excellent communication and stress management skills required.

Must work well with program staff and faculty and coordinate work and responsibilities with the Intro to Data Program Assistant.

Applicants must be available to attend class (remote and in-person) as well as study sessions (remote and in-person) as with as other hours as needed in particular when students are on campus.

Students in this position will need to arrive on campus on August 25 before noon (cannot be before August 25) and be available to work (20-40 hours) from the afternoon of August 25 – September 2 afternoons and evenings.

There might be additional hours September 3 and 4.

Position Number: 901964

Position Title: Intro to Data Program Assistant

EDORDA: 311-2401-50200-10-000000-

Position Type: Single incumbent

Department: Economics

Supervisor: Tanya Byker

Description: The Intro to Data Program Assistant (DPA) works with the Intro to Data Teaching Assistant (DTA) as student leaders to a group of incoming students who are taking an academic course, Intro to Data, in August, ahead of their first year.

The DTA and DPA will have remote work in August, and in person work once students arrive on August 25.

They will be in in-person class from August 26 - September 2.

The DPA will have primary responsibility for this group of students when they are in-person, on campus from August 25 until September 2.

Support the health and safety of the Intro to Data students. Proactively and appropriately address any concerns.The primary responsibility of the DPA is to work with program staff and faculty to orient the students to the campus and establish a rapport with individual students in the group.

In this way, PAs will be able to anticipate and meet non-academic needs students may have.

Work with program staff and faculty to develop and deliver relevant orientation for new students that will complement other orientation programs.

Organize and lead weekly (remote) meetings in August with students. Act as student’s primary resource for general information about living on campus. Work with program staff and faculty to organize special events during the in-person portion of the course.

Be available to support students in their first days at Middlebury helping to establish a healthy and positive atmosphere among the Intro to Data students.

Establish short, frequent, and regular meetings to check in with students during the in-person part of the course. Provide feedback to program staff and faculty to help develop the program for future years.Must be knowledgeable about orientation programs.

Experience with First@Midd, and ISSS orientation a plus.

Previous experience in Residential Life and/or related positions highly desirable. Must have a concrete understanding of the network of available resources on campus and a willingness to educate and/or show new students about those resources.

As community leaders, PAs are friendly and approachable, flexible, responsible, and patient. Excellent communication and stress management skills required. Must work well with program staff and faculty and coordinate work and responsibilities with the Intro to Data Teaching Assistant.

Applicants must be available to work sporadic hours (remotely) during August and then more consistent hours during the days the students are on campus.

Students in this position will need to arrive on campus on August 25 before noon (cannot be before August 25) and be available to work (20-40 hours) from the afternoon of August 25 – September 2 afternoons and evenings. There might be additional hours September 3 and 4.

Position Number: 901966

Position Title: Library Research Assistant

EDORDA: 314-1101-50200-10-000000-

Position Type: Single incumbent

Department: Library

Supervisor: Mike Roy

Description: The Library Research Assistant is responsible for providing research and technical support to library-led projects. The Library Research Assistant’s duties can include: bibliographic research, literature reviews, compiling, analyzing, and visualizing data, creating graphics, updating websites, and creating copy and media for social media.

Responsibilities:

- Searching library catalogs and databases
- Searching web resources
- Ability to work independently
- Ability to work in a collaborative environment
- Software: WordPress, Drupal, Google Suite, Illustrator, twitter, Facebook, Instagram
- Writing

Required skills:

Should either have experience with or interest in learning

Position Number: 901967

Position Title: Student Intern for the KWD Collaborative in Conflict Transformation

EDORDA: #N/A

Position Type: #N/A

Department: President's Office

Supervisor: April Lajuennesse

Description: To provide support to the Kathryn Wasserman Davis Collaborative in Conflict Transformation by way of supporting media content, as well as, correspondence with conflict transformation partners and related departments at Middlebury College. Support with the gathering, analyzing and collating of various data on conflict transformation for the collaborative at large. Support for conflict transformation events on campus and beyond when appropriate. General administrative support for the collaborative.

Knowledge/Skills/Abilities: Computer and social media skills, excellent communication, self motivated and an independent worker as well as able to work well collaboratively

Experience: A background in conflict transformation is helpful, administrative experience, knowledge of MIDD systems and organization

Other: Positive demeanor and attitude