

Reed College Student Work Catalog

Student Work Office

June 30, 2021



The nature and type of on-campus positions may change at any time, so descriptions in this catalog may not be exactly what is available in a given year.

Please use this catalog as an example of different types of positions across campus. If you have any questions, please contact the student work office at studentwork@reed.edu.

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1 Library/Computer Services

1.1 Computer User Services

(CUS) employs help desk and hardware shop student workers (referred to as "T-watchers" and "Techies", respectively). We are the first stop for community members seeking hardware and desktop computer support. We help students, faculty, and staff make productive use of computers and technology in classrooms, labs, offices and elsewhere.

T-watchers and Techies respond to support requests over email, chat, and phone. Techies have the opportunity to become Apple certified hardware repair technicians, while T-watchers learn Mac, Windows, and Linux OS troubleshooting. Both positions work in a collaborative environment with professional staff and provide the opportunity to develop technical, customer service, interpersonal, communication, and team-building skills. We strive to hire students who are seeking long-term employment while at Reed. Summer work is also an option. Hiring for these positions is on an as-needed basis, but generally once or twice a year. Open positions are posted in Handshake.

1.2 Interlibrary Loan Office (ILL)

The Interlibrary Loan office obtains books and articles from other libraries for members of the Reed community, and shares loans and scans of Reed-owned materials with libraries throughout the world. This program relies heavily on the work of ILL Student Assistants, whose responsibilities include packing and unpacking mail, finding materials in the library stacks, photocopying articles, processing borrowed items, managing paperwork, and various office tasks. This

position is also an opportunity for students to improve communication, problem solving, and task management skills. Open positions are posted to Handshake as needed - typically within the weeks immediately leading up to or following the start of a semester or break .

1.3 Instructional Media Center

The IMC employs students to work the circulation desk various hours between 9a-11p throughout the year. IMC desk workers are in charge of checking out DVDs and AV equipment. Other duties include answering phone calls, basic trouble shooting of lab computers, and inventory checks during intersessions. Students must be able to lift up to 30lbs unassisted. Students will acquire customer service skills, basic integrated library system skills, and familiarity with audio visual equipment. We hire for the position in August and as needed throughout the year. Open positions are posted to Handshake.

1.4 Instructional Technology Services

(ITS) employs three different types of student workers:

- Educational technology consultants (data) staff the mLab (ETC 226), and support data wrangling, data analysis, data visualization, and the related coding (R/Python/Stata), as well as basic (geospatial) mapping. Successful “mLabbies” have excellent communication skills, are self-motivated, and excited about technology, learning, and problem solving.
- Educational technology consultants (digital media) staff the mLab (ETC 226) and support a range of technologies that might include using Wordpress, video editing, audio editing, website development, and

exploring new(er) technologies such as 3D printing, laser printing, and XR (extended reality).

- Language Resource Assistants (LangLabbies) staff the Language Lab and support technology for teaching, learning, and research in languages and literature. The position of Language Resources Assistant requires fluency in a language offered at Reed and provides an opportunity to learn about second language acquisition and educational technology.

Openings for all positions are posted on Handshake as they become available.

1.5 Library Collection Services

Library Collection Service is a behind-the-scenes part of the library. We order and physically process incoming books, DVDs, etc., remove unneeded materials from the library stacks (we call this “weeding”), receive gift books and search the collection for duplicates, rotate journals onto the shelves or move them from one location to another, mend books, and collect statistics on electronic resource use. *We have two student positions in Collection Services*– the Collection Services Assistant who assists with all of these tasks except mending, and the Mending Assistant who repairs library materials. Both positions require attention to detail, accuracy, the ability to recognize problems and call attention to them, and the ability to follow precise procedures. One big bonus of our department is that you will see first what comes into the library and will become very familiar with what resources the library has. We hire for these positions on an as-needed basis and usually hope that students are available during winter and summer breaks to work extra hours. Open positions are posted to Handshake.

1.6 Performing Arts Resource Center

The PARC employs student library assistants, called PARC Rangers, during the academic year. PARC Rangers perform library circulation procedures, interface with students, staff, and faculty, and provide insight into materials (such as musical scores, plays, and audio/visual recordings) and audio/visual equipment related to the performing arts. This position provides experience in customer service, library skills, and communication. We hire for these positions on an as-needed basis, typically each spring for positions starting the next fall. Open positions are posted to Handshake.

1.7 Special Collections

Archive assistants contribute to the work of Reed College Special Collections and Archives by greeting patrons and assisting them in their research, creating inventories, digitizing archival materials, creating metadata and collection guides, assisting in researching reference requests, refiling, preparing materials for access, maintaining organization in storage and workspaces, and other duties. Open positions are posted to Handshake.

1.8 The Reed Computer Store

(RCS) employs students to assist Reed community members with purchasing computer products that will fit the customer needs by providing accurate information and friendly support. Student workers provide support by responding to in-person, phone, and email inquiries. Student workers also assist with inventory management, tracking, and deploying of equipment to both private and institutional customers.

This position offers students the opportunity to gain experience in customer service, communication skills, and expand their knowledge of current technology products. Hiring for these positions are on an as-needed basis, generally at the beginnings of the Fall and Spring semesters. Open positions are posted on Handshake.

2 SEEDS

2.1 Community Events Co-coordinator

SEEDS Event Coordinators collaborate with local Portland organizations and artists to facilitate events that the Reed community can attend. The coordinators also works on the Collective Voices Series which specifically focuses on representing and giving voice to marginalized communities while simultaneously stimulating discussion. Skills highly utilized are open communication among those involved, marketing, community outreach and facilitation both in a group setting and one-on-one. In case of a vacancy, we hire in the spring for positions starting the next fall. Applications are posted on Handshake!

2.2 Community Engagement Credit Coordinator

The SEEDS Community Engagement (CE) credit allows Reedies to earn up to two of the six required PE credits through work at community organizations. The CE credit coordinator is responsible for outreach and communication with community partners, supervision of students enrolled in the CE credit program and administrative duties. This position provides great experience in communication, project management and problem solving skills. In case of a

vacancy, we hire in the spring for positions starting the next fall. Applications are posted on Handshake!

2.3 Off-Campus Federal Work Study Coordinator

The OCFWS Coordinator helps develop and maintain mutually beneficial relationships between the Reed community and our community partners. The OCFWS is in charge of communicating with our community partners and helping Reed students with federal work study connect and find opportunities that are best suited to them. In this position, one can expect to develop their communication skills, not only with community partners and students but also other members of the SEEDS staff. The SEEDS staff is a team that relies on one another and works together to achieve our goals. This position can teach a lot about community building, team building, facilitation, and time management. In case of a vacancy, we hire in the spring for positions starting the next fall. Applications are posted on Handshake!

2.4 Reed Community Pantry Space Coordinator

The Pantry Space Coordinator does the majority of their work in the pantry itself, from restocking and repackaging food and other essentials to thinking about ways to make the space more effective and accessible. They work with another RCP coordinator to facilitate volunteer reflection meetings and get feedback from community members. This position provides experience working independently and in collaboration with other SEEDS staff members as well as pantry management with opportunities to meet with pantry coordinators at other institutions. In case of a vacancy, we hire in the spring for positions

starting the next fall. Applications are posted on Handshake!

2.5 Reed Community Volunteer Coordinator

The Reed community volunteer coordinator does the majority of their work managing the recruitment and training of volunteers who staff the RCP. They work with another RCP coordinator to ensure the smooth operation of the pantry. This position provides experience working independently and in collaboration with other SEEDS staff members as well as pantry management with opportunities to meet with pantry coordinators at other institutions. In case of a vacancy, we hire in the spring for positions starting the next fall. Applications are posted on Handshake!

2.6 Schools Coordinator

Connect Reedies interested in teaching, tutoring, and other learning enrichment opportunities with local public schools. A good coordinator will serve as a liaison and as such requires communication skills and flexibility, as well as time management and the ability to lead a group. In case of a vacancy, we hire in the spring for positions starting the next fall. Applications are posted on Handshake!

3 Administration

3.1 Admissions office

The Admission Office employs Tour Guides, Interns and Overnight Hosts during the academic year. Tour Guides support the office by hosting physical and virtual tours for prospective students and families year round. Interns support

the office by responding to phone and email inquiries, conducting prospective students interviews, and doing other projects around the office. Overnight Hosts act as ambassadors for prospective students who are spending the night on Reed's campus, hosting students in their dorm room overnight. These positions provide great experience in customer service, communication, and project management skills. We generally hire each spring for positions starting the next fall. Applications are posted on Handshake!

3.2 Alumni Programs and Annual Fund

(AP/AF) office employs Alumni Programs Office Assistants during the academic year and over winter and summer breaks, if the student desires. Our office assistants are invaluable members of our administrative team and take care of tasks like responding to phone and email inquiries, alumni account administration, data entry, and occasional research-based projects for other AP/AF staff. The office assistant role provides great experience in customer service, detail-oriented projects, and familiarity with higher education advancement databases like Banner and Affinaquest. We hire for office assistant positions on an as-needed basis, with open positions being posted to Handshake.

3.3 Business Office

The Business Office employs Business Office Assistants during the academic year. Business Office Assistants support the office by responding to email inquiries, performing administrative tasks, and doing other projects around the office. These positions provide great experience in customer service,

communication, data entry, and entry level accounting. We hire for these positions on an as-needed basis, open positions are posted to Handshake.

3.4 Conference and Events Planning Office

in tandem with the Parker House and the Performing Arts employ Office/Event Assistants during the academic year. CEP Office and Events Assistants support the work of the office and the college by working to assist with event management, promotions, guest management, ticketing, signage, and conferences. The CEP office provides a wide range of positions throughout the entire year, including summer. These positions provide great experience in customer service, communication, and project management skills. We generally hire in the fall for academic year positions and in the spring for summer positions. Jobs are posted in Handshake.

3.5 Office for Institutional Diversity

The Office for Institutional Diversity employs Student Office Assistants during the academic year. Student Office Assistants support the office by performing administrative tasks and completing small projects around the office. Student Office Assistants work on projects related to Reed's diversity, equity, and inclusion goals and initiatives. These positions provide great experience in project management, organizational, and communication skills. We generally hire for these positions at the start of each semester. Open positions are posted to Handshake!

3.6 Registrar's Office

A Registrar's Office Student Assistant supports the office by performing administrative tasks, scanning documents and filing in our content management system, conducting research on policies and practices, copying, filing, sorting, and compiling various types of information, and front desk/reception coverage as needed. This position provides great experience in general office work, customer service, communication, and project management. We hire for these positions on an as-needed basis and open positions are posted to Handshake.

4 Multicultural Resource Center

4.1 Liaisons

- **First Year Student Liaison**

Assists with coordinating programs and events and collaborates with the MRC on developing new resources focused on retention and support for students in their first year at Reed (be they freshman or transfer students). The First Year Liaison is supervised by the MRC Director and also collaborates closely with other MRC student leaders. This is a yearly appointment and students must be in their first year at Reed to be eligible.

- **Low SES / First Gen Students Liaison**

Assists with coordinating the Low SES / First Gen Student Group and collaborates with the MRC on developing new resources and programming focused on retention and support for first generation college students and students from low socioeconomic backgrounds. The Low SES/First Generation Students Liaison is supervised by the MRC Director and also

collaborates closely with other MRC student leaders. This is a yearly appointment and students must reapply after one academic year. In addition to contributing to MRC collaborative programming, the Low SES liaison is expected to engage in advocacy and mentorship with other Low SES students. The liaison is also expected to participate in signator training.

Hiring takes place every spring to begin in the fall of the following academic year. Positions are posted on handshake.

4.2 MRC Event Coordinator

MRC Event Coordinators work to develop programs and workshops that educate, develop, support and advocate for racial/ethnic identities within the context of historical marginalization and oppression. MRC Event Coordinators promote conversations and actions regarding racial justice/context, cultural acknowledgement, affirmation and celebration, navigating systems of power and privilege, and understanding the intersections of various positionalities. MRC Event Coordinators support a space that addresses different forms of knowledge, perspectives, and experiences regarding inclusion within the Reed community. The MRC employs event coordinators in the following roles:

- Asian/Pacific Islander events coordinator
- Black and African Diasporic events coordinator
- Indigenous events coordinator
- Latinx events coordinator

Hiring takes place every spring to begin in the fall of the following academic year. Appointment to the role lasts one academic year, and students must reapply. Positions are posted on handshake.

4.3 Multicultural Peer Health Advocates

MPHAs are housed within the Multicultural Resource Center and support efforts that address different forms of knowledge, perspectives, and experiences regarding inclusion and wellness within Reed’s multicultural and marginalized communities. MPHAs develop holistic programs and trainings that focus on the 8 pillars of wellness: Mental, Physical, Academic, Relational, Emotional, Financial, Professional, and Spiritual– specifically for Reed’s multicultural, Queer, and marginalized gender communities. A core value of the MPHA program is the contextual understanding/acknowledgement of the historical traumas members of marginalized communities have faced within the realm of healthcare, wellness knowledge and accessibility, and the validation of invisible and visible ailments and disabilities.

Hiring takes place every spring to begin in the fall of the following academic year. Appointment to the role lasts one academic year, and students must reapply. Position is posted on handshake

4.4 Peer Mentor Program: Coordinator

PMP Mission: Our mission is to support historically underrepresented, first-year students in making a successful transition to Reed College as they become engaged with the community.

Two PMP Coordinators work closely with the MRC Director to contribute to the

development and implementation of the Peer Mentor Program Pre-Orientation Program, the schedule of social and academic events throughout the year, and general coordination of the Peer Mentor Program. The Coordinators also meet regularly with mentors and provide on-going support as needed for mentors and mentees. The Coordinators play an important role in supporting the mission, vision, and goals of the Peer Mentor Program, as outlined. Hiring takes place every spring to begin in the fall of the following academic year. Position is posted on handshake.

4.5 Peer Mentor Program: Mentor

Mentors are students from a cross-section of the campus, who have devised strategies to navigate the social and academic atmosphere of Reed and are willing to share their insights. The Peer Mentor Program strives to create spaces, through programs and interpersonal relationships, for students from underrepresented and marginalized backgrounds to develop community, learn from one another, and find support. Through pairing incoming students with current Reedies, this program presents an additional opportunity for students to become familiar with the resources on campus that are available, and which reinforce a positive academic and social environment. Hiring takes place every spring to begin in the fall of the following academic year. Position is posted on handshake.

5 Sports Center

5.1 Nightbus

- **Van Cleaner**

Reed College maintains a fleet of 6 vans for use throughout the academic year. The van cleaner hours are flexible each week with 2-4 hours of work time. The van cleaner maintains a regular schedule of interior cleaning of the vans.

- **Nightbus Driver**

All drivers must have a valid US driver's license and complete the Reed College driver training. Driver's duties include understanding the procedures for operating the Nightbus and maintaining a safe rider program for the Reed Community. Hours are typically late in the evening. Driver's transport community members to their homes from designated pick up locations on campus

- **Nightbus Student Manager**

Has knowledge of the operations of the Nightbus program and is willing to drive as needed or in emergency situations. The Student Manager oversees the Nightbus driver's weekly schedule, hires and trains drivers. Regularly checks in with drivers to monitor needs and safety concerns as well as perform reviews of driver performance.

5.2 Pool

- **Lifeguard**

As required by Oregon law, all guards must have a current First Aid, CPR and Lifeguard Certifications. Lifeguards duties include opening and closing the pool area. Monitoring patron use to ensure that all patrons follow the standard expectations set by the College. Monitor the water at all times when the pool is in use.

- **Pool Monitor**

The Pool Monitor does not need to have Lifeguard certification. The Pool Monitor duties include opening and closing the pool area. Monitoring patron use to ensure that all patrons follow the standard expectations set by the College. Monitor the water at all times when the pool is in use.

- **Pool Cleaner**

The pool cleaner has a flexible schedule with typically 2-3 work hours per week. Pool cleaners are trained on operation of College Pool equipment and expected to maintain the pool and deck area throughout the academic year.

5.3 Sports Center Cage Attendant

Cage Attendants play a major role in the effective operation of the Sports Center. They are expected to be professional, cooperative and friendly. The cage workers daily duties include the safety and security of the building monitoring who is accessing the space, equipment checkout for both classes and personal use, general knowledge of the building to assist patrons with building navigation and access to all we have to offer. Running laundry for towel service and equipment.

Cleaning throughout the building as needed. Responding to phone and in person inquiries. Assisting with special events and covering for fellow workers as needed.

5.4 Sports Center Student Coordinator

Student Coordinators play a major role in the effective operation of the Sports Center. They are expected to be professional, cooperative and friendly. The daily duties include the safety and security of the building monitoring who is accessing the space, equipment checkout for both classes and personal use, general knowledge of the building to assist patrons with building navigation and access to all we have to offer. Running laundry for towel service and equipment. Cleaning throughout the building as needed. Responding to phone and in person inquiries. Assisting with special events and covering for fellow workers as needed. Student Coordinators also take on a leadership role in the department opening and closing the building supervising other student workers during shifts.

6 Student Life

6.1 Office for Student Engagement

Throughout the academic year, the Office for Student Engagement employs Orientation Coordinators, Gray Fund Coordinators, and various roles working in social media, graphic design, event support and office operations support. Responsibilities differ depending on position but can include the creation and implementation of programming, working to provide engagement opportunities

to the Reed community (both online and in person), and establishing new procedures and strategies to streamline work within the Office for Student Engagement and the Student Center. These positions provide experience in event planning, communications, project management, content creation and operations. We hire for these positions on an as-needed basis. Open positions are posted to Handshake. We will ask for a resume, cover letter and examples demonstrating your experience (if applicable).

6.2 Residence Life

Res life hires a team of House Advisers for each academic year. The core components of the House Adviser role are community building, resource referral, and facilitation of honorable living on campus. House Advisers hold one-on-one conversations with residents, provide community building events, and collaboratively solve community issues. House Advisers develop skills in leadership, effective communication, community building, conflict resolution, event planning, administrative tasks, and teamwork. We generally hire each spring for positions starting the next fall. Applications are posted on Handshake!

6.3 Transfer and Non-Traditional Student Office

The transfer and non-traditional student coordinator assists with coordinating the Transfer and Non-Traditional Student Group and collaborates with the Office for Student Engagement staff in developing new resources and programming focused on retention and support for transfer students, and students' whose life experiences impact the way in which they interact with the institutional infrastructure. Skills built in this position include, but are not

limited to, event and budget management, communication, and peer mentorship. We hire for this position in mid-October of each year to allow for overlap between the outgoing and incoming Coordinator. Applications are posted to Handshake in early October!

7 College services

7.1 Bon Appetit

Bon Appetit hires several students per semester to help with food service operations in our main dining facility, Commons Cafe. We hire at the start of each semester however students that work with us in the Fall are welcome to work the following semester. Once returning student workers have been scheduled, we reassess our needs and hire accordingly. Open positions are posted on handshake.

7.2 Bookstore

The bookstore employs 15-25 part-time student employees during the academic year. Most of our positions are in customer services and cashiering, but we also hire students to assist the buyers of our general merchandise, books and food departments. We hire for these positions on an as-needed basis, and open positions are posted to Handshake.

7.3 Mail Services

Mail services employ Student Mail Clerks during the academic year. Mail Clerks support the Reed College by checking in packages and sorting mail, delivering

packages and mail to campus departments, and shipping packages. Mail Services is a hub of the campus and students will have the opportunity to interact with all departments and the Reed Community. These positions provide great experience in organizational processes, customer service, communication, and project management skills. We hire for these positions on an as-needed basis, open positions are posted to Handshake!

8 Sciences

8.1 Environmental Health and Safety Office

The EHS Office employs EHS Technical Assistants during the academic year and over summer. The EHS Technical Assistants help with maintaining the campus chemical inventory, writing and updating safety programs, conducting building safety inspections, and testing emergency equipment, such as AEDs and eyewashes. These positions provide great experience in learning how to digest state and federal standards documentation, project management, and communication skills. We generally hire each spring for positions starting in the summer or the next fall. Applications are posted on Handshake!

8.2 The Reed Research Reactor

The Reactor team hires 15 new trainees every year. Once hired, the trainees spend the rest of the fall semester and part of the spring semester either preparing to take a reactor operator license exam or become a technician. Reactor operators and technicians are responsible for doing maintenance, periodic checklists, radiation detector calibrations, and other duties associated

with running and maintaining a nuclear reactor. In addition, they give tours and labs to members of the public as part of our science outreach program. Working at the reactor provides experience working with government regulations, interacting with and teaching students in elementary school through college (along with a variety of other educational programs), performing experiments, as well as teamwork and collaboration skills, and nuclear physics knowledge. Reactor operators have the opportunity to become senior reactor operators by taking a second license exam.

Out of the senior reactor operators, we hire 5 each year to be student supervisors; these supervisors are responsible for running our training program, keeping staff qualifications up to date, making sure all periodic checklists are completed on time, and generally running the day-to-day operations of the reactor. The supervisor positions provide experience with managing a team, time management skills, and communication, in addition to the skills gained as a reactor operator.

The training program starts at the beginning of each fall semester and is open to any first or second year Reddie. Sometime in October, the trainees who are interested in continuing with the training program will submit an application (a resume and cover letter) and will participate in an interview. The supervisor staff plus the director and reactor operations manager will choose 15 trainees to continue with the program.

9 Academics

9.1 Office of Academic Support

The Office of Academic Support employ Student Tutors, who work as either Individual Tutors (working with students one-on-one) or Drop-In Tutors (who have regular shifts and work with students who "drop-in" during their shift). Student Tutors provide tutoring to students in academic content for a range of courses. These positions provide great experience in peer support, communication and leadership skills.

For the Spring 2021, Student Tutors are hired based on the faculty recommendations for the course they would like the student to tutor for. Once a faculty member recommends a student; the student has to have a 3.0 GPA, be an enrolled student and reside in Oregon. Once they have attended the New Tutor Orientation, they can begin tutoring as an Individual Tutor.

9.2 Positions within Academic Departments

Academic departments employ a variety of positions across campus. Below are some of the common jobs that exist in academic departments.

- **Course Assistants**

Many departments hire students to assist with courses. These positions may require that you have taken the course previously. Students may assist faculty during classes and labs, with class preparation, or with grading assignments.

- **Lab work and animal care**

Several departments hire students to work in a variety of positions in labs. Students working in labs may assist with stocking or setting up lab materials, as well as cleaning, feeding, or monitoring animals.

- **Department assistants**

Several departments employ students as assistants who provide clerical and administrative support. Students working in these positions may assist with mailing, printing, scanning, errands around campus, posterizing, or help with events.

- **Research assistants**

Several departments and faculty hire research assistants. Research Assistants are generally supervised by a faculty member assisting with their specific research. The actual duties of research assistants vary widely based on the subject matter, but could involve lab work, working with data, doing independent research, or writing.

Hiring for student positions in academic departments may be posted on Handshake. It is recommended that if you are interested in working in a position with an academic department or faculty member, you reach out to your faculty members and let them know you are interested in this kind of work.

Hiring for these positions often occurs either at the very beginning of the semester, or at the end of a semester for positions starting the next semester.

10 Media/Arts

10.1 Cooley Art Gallery

The Douglas F. Cooley Memorial Art Gallery, located within the Library, is Reed College's intimate academic museum. The Cooley offers a diverse range of visual art exhibitions, lectures, colloquia, K-12 education outreach programs, and is the home of Reed's Calligraphy Initiative. Each academic year, the Cooley employs Gallery Stewards who welcome and inform visitors, and participate in artistic and scholarly events. Gallery Stewards greet the public, provide information to visitors, enforce Cooley Gallery policies, and perform both practical and intellectual tasks related to the Cooley's mission. Students gain professional experience in a wide range of museum practices and qualities, including: verbal and written communication; attention to detail; critical thinking; speaking about objects; and many more. The Cooley also employs Curatorial Assistants; this position is an outgrowth of student involvement at the Cooley, beginning with the Gallery Stewards program. Students interested in becoming Curatorial Assistants must first join the Stewards program to earn the position. Curatorial Assistants work with director Stephanie Snyder and collections manager Colleen Gotze, performing research and assisting in collection work requiring greater knowledge and skill.

10.2 Public affairs office

Employs proofreaders, graphic design coordinators, social media coordinators, photographers and videographers, writers, and publicity coordinators during the academic year and summer. These positions support the office's work

related to college news, marketing, and communications. These positions, which require attention to detail and a solid understanding of grammar, provide creative workflow processes, communications, and project management experience. We hire for these positions on an as-needed basis, open jobs are posted to Handshake.

11 Outdoors

11.1 Reed Grounds Crew

Hiring for this position occurs prior to the current semester, and offers part-time employment both Spring and Fall with Full-time service preferred over the Summer. Students assist Grounds staff in maintaining and improving the aesthetics and functions of Reed Canyon as described in the Reed College Restoration Strategy adopted by the college in 1999. This work is for those that enjoy working outside regardless of the weather, and getting dirty. This is a physical job that requires lifting, pulling, and digging. Students will learn about local plant material and applied forest restoration techniques. This position is not restricted to just Canyon work and may be asked to assist on areas of campus outside of the Reed Canyon space. Examples of tasks include: pulling weedy plants, cutting/pruning shrubs and trees, wheelbarrowing rock and wood chips, raking leaves, picking up trash, and may engage in small building projects.

11.2 Reed Outdoor Programs

The Reed Outdoor Programs has several positions available for year round employment. These positions include Reed Outing Club interns, Gray Fund Outdoor Interns, Backpack Co-Op managers and Reed Climbing Wall monitors. A majority of these positions deal with customer service, maintenance of technical equipment, planning events and excursions, leadership development and much much more. Students assist community members and other departments on campus to develop programs, events and activities. Each position works collaboratively with others to develop a robust program to serve the Reed Community. We generally hire each fall for positions starting the next spring, with a year round appointment. Applications are posted on Handshake!