

## **Commencement/Reunion 2017 Job Directory and Descriptions**

**Please find the reunion work position directory below. If you have questions about a position not listed here, please contact the Reunion Work Coordinators at: [reunion-l@mtholyoke.edu](mailto:reunion-l@mtholyoke.edu)**

### **Alumnae Association - ALM**

50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> Class Assistant  
1987 Dinner Assist (special position for 2017)  
1992 Fun Run Assist (special position for 2017)  
Annual Meeting Setup  
Back-to-Class Assistant  
Checker  
Classes & Reunions Assistant  
Class Photo Assistant  
Crowd Control - Big/Little Party  
Front Desk Assistants  
General Assistant  
General Drivers  
Golf Cart Driver  
Key Assistant  
Laurel Chain  
Loyalty Class Assistants  
Luggage Help  
Lyon's Pride Host (to be filled by C&R assistant in 2017)  
Women of Color Reception Hosts (to be filled by C&R assistant in 2017)  
Parade Assistants/Banners  
Paws & Handler (MHC Mascot)  
Reservation Assistant  
Reunion Work System Student Coordinator  
Senior Director's Assistant  
Song Leader  
Student Videographer  
Welcome New Alumnae Ceremony

### **Admission - ADM**

Admission Tour Guide

### **Advancement Office - DEV**

Student Office Assistant

### **Art Museum - ARTM**

Art Museum Guard  
Receptionist  
Skinner Museum Guard

### **Auxiliary Services - PO**

Postal Worker

### **Biology - BIO**

Biology Reception Host

**Blanchard Cafe - BCAF**

Blanchard Cashier  
Blanchard Server  
Dish/Pot Washer  
Coffee Bar Staff (Uncommon Grounds)

**Classics & Italian - CLSIT**

Classics & Italian Department At Home

**Dance Department - KDS**

Commencement Dance Concert

**Dining Services - DS**

Dishwasher  
Potwasher  
Timesheets  
Waitstaff

**English - ENG**

English Department Assistant

**Equestrian Center - EC**

Equestrian Center Assistant

**Facilities Management - FM**

Custodial Worker  
Grounds Crew  
Floor Crew

**Gender Studies - GS**

Gender Studies Reception

**History Department - HIST**

History Department At Home Assistant

**Housekeeping - HOUS**

Housekeeping  
Housekeeping Timesheets

**Kendall Sports and Dance Complex - DPE**

Info Desk  
Lifeguard  
Fitness Center Monitor

**Library Information and Technology Services - LITS**

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

**Office of the President - PRES**

Student Assistant to President's Office  
Baccalaureate Usher  
Commencement Usher

**Phi Beta Kappa - PHIB**

Reception Host-PHI

**Public Safety - PS**

EMT

**Student Programs - SA**

Campus Center Info Desk and Stage Crew

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

Japanese Teahouse & Garden

**Willits-Hallowell Center - WILH**

Dishwashers  
Service Staff  
Willits-Hallowell Housekeeper

**Alumnae Association**

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

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

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

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

In this position you will:

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

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

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

**1987 Dinner Assist (special position for 2017)**

In this position you will:

- help with dinner setup
- assist with check-in

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

### **1992 Fun Run Assist (special position for 2017)**

In this position you will:

- hand out water bottles
- cheer participants

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

### **Annual Meeting Setup**

In this position you will:

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

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

### **Back-to-Class Assistant**

In this position you will:

- assist Back-to-Class Coordinator during Reunion I & Reunion II
- greet alumnae & faculty at the beginning of sessions
- keep track of attendance at each session you are assigned to
- take note of any specific complaints/concerns/suggestions

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

**Dress Code:** Proper dress & hygiene required, casual but dressier clothes preferred as presenting yourself to alumnae & faculty (no jeans or shorts).

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

### **Checkers**

In this position you will:

- manage entry at alumnae meals
- report to the Alumnae Association to pick up meal packets and to sign in for the shift before going to your assigned meal center
- have fifteen minutes travel time to get to your assigned meal center before you need to start your checking responsibilities
- using the last fifteen minutes of the shift, return to the Alumnae Association to sign out and return your meal packets at Registration

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

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

### **Class Photo Assistant**

In this position you will:

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

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

able to communicate effectively and willing to follow directions.

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

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

\*\* Expectations to be laid out at training \*\*

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

### **General Driver**

In this position you will:

- run general shuttle services and errands for the Alumnae Association
- be personable, helpful, and alert to alumnae needs at all times
- maintain contact with the Alumnae Association main desk and registration contact person, as they will receive transportation requests
- have a reunion schedule on you at all times, in addition to the van schedule
- track shuttle usage

**Qualifications:** must have campus fleet credentials

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

### **General Assistant**

In this position you will:

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

**Qualifications:** must have campus fleet credentials

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

### **Golf Cart Driver**

In this position you will:

- drive alumnae in the parades
- be personable and helpful at all times
- help passengers in and out of the golf cart
- report to Luisa Tavares in Mary Woolley hall

**Qualifications:** valid US driver's license; NO FLIP-FLOPS OR SANDALS; fleet license not required, but must complete fleet credentialing form

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

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

### **Key Assistant**

In this position you will:

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

**Special instructions:** Please report to registration (New York Room, Mary Woolley Hall).

Please become familiar with the reunion schedule (<http://alumnae.mtholyoke.edu/reunion/>).

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

### **Laurel Chain**

In this position you will:

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

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

### **Loyalty Class Assistants**

In this position you will:

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

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

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

### **Luggage Help**

In this position you will:

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

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

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

### **Lyons Pride/Women of Color Reception Host(s)**

In this position you will:

- greet alumnae at either/both receptions (depending on time/number of hosts)
- set-up/clean-up of Jeannette Marks House & Betty Shabazz Cultural Center

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

### **Parade Assistants/Banners**

In this position you will:

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

\*\* More detail to be provided at parade trainings.\*\*

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

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

In this position you will:

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

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

### **Song Leader**

In this position you will:

- lead the group singing Bread and Roses at Mary Lyon's grave
- lead the attendees at the alumnae meeting in singing the Alma Mater
- attend commencement and Laurel Chain rehearsal meetings on reunion I weekend

**Dress Code:** Proper dress & hygiene required, casual but dressier clothes (no jeans or shorts)

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

### **Welcome New Alumnae Ceremony**

In this position you will:

- assist Alumnae staff with set-up/breakdown of Chapin
- help hand out scarves to alumnae
- other duties as needed

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

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

### **Advancement Office**

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

In this position you will:

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

**Dress code:** Proper dress & hygiene required. Casual but dressier clothes preferred for both Saturday shifts. (No jeans or shorts.)

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

### **Biology**

#### **Biology Reception Host**

\*\* Details to be provided at shift or by direct supervisor \*\*

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

### **Blanchard Cafe**

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

In this position you will:

- be responsible for the operation of POS - cash register

- stock paper supplies and condiments as needed
- maintain clean and orderly work area
- assist in maintaining cleanliness of dining room
- routinely lift or move an average of up to thirty pounds
- perform other duties as assigned

**Dress code:** Long pants, MHC Dining Services hat or a hairnet required. Absolutely no tank tops or sleeveless shirts.

**Supervisor:** Barbara Lafleur x2298 (blafluer@mtholyoke.edu)

### **Uncommon Grounds Coffee Bar (pre-hire position)**

In this position you will:

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

**Dress code:** Long pants, MHC Dining tan hat and Uncommon Grounds apron required. Absolutely no tank tops or sleeveless shirts

**Supervisor:** Barbara Lafleur x2298 (blafluer@mtholyoke.edu)

### **Blanchard Cafe Kitchen Assistant (pre-hire position)**

In this position you will:

- be responsible for washing pots & pans
- work in dish room sorting cleaning and expediting dishes, utensil and trays
- clean and sanitize Café servery and dining areas; sweeping, mopping, emptying trash
- be responsible for some light food prep duties when not busy
- restock paper, bottle beverage cases & food supplies, and assist cooks with putting away deliveries
- perform other duties as assigned

**Dress code:** Rubber gloves and plastic apron (provided), rubber-soled shoes (closed-toe), hair restraint, no shorts. Long pants required, absolutely no tank tops or sleeveless shirts, MHC Dining Tan hat and Uncommon Grounds apron.

**Supervisor:** Barbara Lafleur x2298 (blafluer@mtholyoke.edu)

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

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

In this position you will:

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

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



**Supervisor:** Ombretta Frau x2581 (ofrau@mtholyoke.edu)

### **Dance Department**

#### **Commencement Dance Concert**

Includes positions as:

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

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

**Location:** Kendall Gym & Dance Center

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

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

### **Dining Services**

#### **Dishwasher**

In this position you will:

- scrape and rinse dishes and utensils
- wash and put away dishes and silverware and follow proper sanitary dishwashing procedures
- keep the dish room clean and orderly
- sweep and mop floors in the dish room and service area, and scrub out all sinks
- perform other work-related tasks as needed

**Dress code:** Rubber gloves and plastic apron (provided), rubber-soled shoes (closed-toe), hair restraint, no shorts

**Supervisor for all Dining Services positions:** Ric Rigali x2274 (rrigali@mtholyoke.edu)

#### **Potwasher**

In this position you will:

- wash pots, pans, bowls, and trays, and follow proper sanitary pot-washing procedures
- sweep and mop kitchen floors
- perform other work-related tasks as needed

**Dress code:** Rubber gloves and plastic apron (provided), rubber-soled shoes (closed-toe), hair restraint, no shorts

**Supervisor for all Dining Services positions:** Ric Rigali x2274 (rrigali@mtholyoke.edu)

#### **Waitstaff**

In this position you will:

- set up dining room (arrange tables and chairs, and set tables)
- serve and clear meals and beverages from tables and dining room
- break down dining room
- clean tables, sweep and mop the dining room floor
- perform other work-related tasks as needed

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

**Supervisor for all Dining Services positions:** Ric Rigali x2274 (rrigali@mtholyoke.edu)

### **English Department**

#### **English Department Assistant**

In this position you will:

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

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

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

### **Facilities Management**

#### **Custodial Worker**

In this position you will:

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

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

**Supervisor:** Sue Cote x2098 (scote@mtholyoke.edu)

#### **Grounds Crew**

In this position you will:

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

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

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

### **Gender Studies**

#### **Gender Studies Reception**

In this position you will:

- assist with setup and breakdown for the Gender Studies reception

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

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

### **History Department**

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

In this position you will:

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

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

### **Housekeeping**

#### **Housekeepers**

In this position you will:

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

**Special instructions: For Reunion 1 assignments** please report to the Information Session on May 9 at Hooker Auditorium to receive your residence hall assignment.  
**Reunion 2 assignments will be emailed to you before the start of that work week.**

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

### **Kendall Sports and Dance Complex**

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

In this position you will:

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

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

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

In this position you will:

- serve as pool lifeguard during reunion weekends

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

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

In this position you will:

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

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

**Supervisor for all Kendall Sports and Dance Complex positions:** Barbara Sadlier x2849 (bsadlier@mtholyoke.edu)

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

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

In this position you will:

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

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

**Special Instructions:** Please report to Karen Mehl in Library room 228

**Supervisor:** Karen Mehl x2061 (kmehl@mtholyoke.edu)

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

In this position you will:

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

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

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

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

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

In this position you will:

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

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

**Supervisor:** Mike Urgo x2073 (murgo@mtholyoke.edu)

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

In this position you will:

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

**Qualifications:** You must have completed one verified semester's work and training as a Technology Consultant in the last academic year; be able to communicate effectively with

students, staff, and faculty; and be pre-approved by the Technology Consultant's Coordinator.

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

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

### **Office of the President**

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

- rehearsal (Thursday, May 18 at 2:00 p.m.)

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

- rehearsal (Friday, May 19 at 2:00 p.m.)

**Dress Code:** Be sure to wear black pants/skirt and a white top. No high heels or new shoes. We will have USHER badges for you to wear.

**Supervisor (for both ushering positions):** Susan Martin x2663 (smartin@mtholyoke.edu)

### **Student Assistant**

\*\* Supervisor will contact with information.\*\*

**Supervisor:** Susan Martin x2663 (smartin@mtholyoke.edu)

### **Phi Beta Kappa**

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

In this position you will:

- provide general event support for the Phi Beta Kappa reception

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

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

### **Public Safety**

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

In this position you will:

- provide medical services at all events during the weekends.

**Supervisor:** awaiting confirmation

### **Student Programs**

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

In this position you will:

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

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

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

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

In this position you will:

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

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

**Dress Code:** Thursdays: Work clothes for gardening and cleaning; closed toes shoes.

Fridays & Saturdays: "dressy casual"; dressy enough to interact with public; casual enough to engage in light cleaning; no skirts/dresses, no heels.

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

### **Willits-Hallowell Center**

#### **Service Staff**

In this position you will:

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

**Dress code:** White button down shirt (with collar) tucked in; black pants or skirt (knee or ankle length); black, rubber-soled shoes (closed-toe); hair pulled back.

**Supervisor:** Kathy Felsentreger x3026 (kfelsent@mtholyoke.edu)

#### **Housekeeper**

In this position you will:

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

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

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

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

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

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

#### **Student Coordinators:**

Erin Murdock (reunion-l@mtholyoke.edu)