

## **FYJPP – Participating Departments and Job Details**

**Dining Services:** Bowdoin Dining is committed to excellence and has a passion for creating delicious cuisine. Learn more about the culinary arts and cooking from our professional staff and become experienced in proper knife handling to prep vegetables and fruits. You will work as part of a team receiving direction from cooks and production staff. Requires collaboration and teamwork, flexibility and agility to think on your feet, customer service, verbal communication, proper food handling skills, and ability to follow kitchen safety and sanitation procedures.

Over 300 students (from all class years) typically work in Dining each year. It's a great community, fun work environment, and another way to meet students on campus! All job placements will be within Thorne Hall and Moulton Union. Types of positions available include front facing, as well as behind the scenes jobs - server/expediter, food prep, salad bar, sandwich makers, dish washers and floaters.

*Pay rate \$13.00*

**Information Technology:** The IT Digital Corps Program provides support to students, faculty and staff with technology issues related to hardware and software. The Digital Corps Representative will handle front-line phone support for the IT Service Desk and provide walk-up, in-person services at the Information Technology Tech Hub.

Must have excellent customer service skills, ability to solve problems, be resourceful, and work with people at varying levels of computer ability. Knowledge of computer technology is preferred.

*Pay rate \$12.80*

**H-L Library:** The Circulation & Media Commons Departments of H-L Library are busy and dynamic environments. Students assist with service desk operations and stacks maintenance. Responsibilities include, but are not limited to, staffing the service desks; shelving and shifting books; gathering statistics, data entry and other computer-related tasks; supporting the technical operations of the media and production studios, computer labs, and screening rooms (training will be provided); and assisting with scanners and printers.

Requires the ability to complete tasks independently; have a strong customer service ethos and be comfortable with assisting all library patrons. Willingness/ability to learn Library of Congress classification system and ability to participate in the shelving, shifting and maintenance of library materials. Close attention to detail and accuracy required. Must adhere to guidelines on confidentiality.

*Pay rate: \$12.65*

**Science Library (Hatch):** The Science Library maintains a collection of more than 80,000 volumes. Student Assistants in the Science Library perform a wide-array of functions, such as assisting patrons with library searches, checking items in and out, staffing the circulation desk, and assisting with collection maintenance.

Requires a high degree of accuracy and attention to detail, reliability in maintaining assigned work schedule and the ability to self-motivate and complete assigned tasks both independently and under direct supervision. Must be able to physically perform tasks such as shelving, shifting, and maintenance of library materials and be comfortable working with the public. Must adhere to guidelines on confidentiality.

*Pay rate \$12.65*

**Art Library:** The Art Library is a busy and dynamic environment. Students assist with service desk operations and stacks maintenance. Responsibilities include but are not limited to: staffing the service desk; shelving and shifting books; gathering statistics, data entry and other computer-related tasks.

Requires the ability to complete tasks independently; have a strong customer service ethos and be comfortable with assisting all library patrons. Willingness/ability to learn Library of Congress classification system and ability to participate in the shelving, shifting and maintenance of library materials. Close attention to detail and accuracy required. Must adhere to guidelines on confidentiality.  
*Pay rate \$12.65*