

WORK-STUDY HANDBOOK



**Divine Word College
Epworth, Iowa
2018**

WORK-STUDY HANDBOOK

**Divine Word College
Epworth, IA 52045**

August 2005

The Divine Word College Board of Administration is ultimately responsible for ensuring that all work-study policies comply with federal and other relevant legal requirements. The Board approves all work-study policies and any changes in the Work-Study Handbook.

Revised 8/2018

WORK-STUDY PROGRAM

WORK-STUDY AS AN ASPECT OF MISSIONARY FORMATION

Divine Word Missionaries around the world are well known and respected as hard workers. Whether in our schools, parishes, social action apostolates or seminaries, we apply ourselves conscientiously to our various assignments. While we recognize that success in ministry is ultimately dependent on the grace of God, we also recognize that little is ever achieved without hard work and dedicated effort. St. Paul, the patron of Divine Word College, was always known to "pull his own weight" within the various communities he served. A good missionary is one who can be counted on to meet the responsibilities he shares with others.

The work-study program at Divine Word College is funded both by the U.S. government and Divine Word College. Only U.S. citizens or eligible non-citizens qualify for federal financial aid; international students qualify for Divine Word College aid. The purpose of the program is to provide students with opportunities to develop serious work habits, to demonstrate their appreciation for the value of work in the context of community, and to provide a source of financial aid to those students who have financial need. Work-study is a cooperative venture between the College and the student body by which the College is able to hold down tuition costs and other fees on behalf of the students. The vast majority of U.S. college students participate in some form of work-study.

POTENTIAL WORK-STUDY EARNINGS

While attending Divine Word College, students who qualify for the work-study program may work up to seven hours per week, and sometimes more, in exceptional cases. Qualifying students may earn an average of \$1,900 per year at an hourly rate of \$8.50 or at minimum wage, whichever is higher. There are no deductions for income taxes and social security taxes while the student is enrolled.

Work-study money earned is used to cover educational expenses such as tuition, room and board, books, school related travel, and incidental expenses. Unlike in some other institutions, where students have complete freedom to manage their work-study earnings as they wish, at Divine Word College, where tuition and fees are appreciably lower, students must apply work-study earnings to education related expenses and priorities.

Divine Word College students do at times need immediate financial assistance at the time of their arrival at the College, even before they will have completed their first month of work-study. In such cases, the College is prepared to advance a small amount of work-study money to students for personal expenses. The Business Office will deduct this amount from future work-study earnings.

THE FINANCIAL AID OFFICE

The Financial Aid Office determines who qualifies for financial aid, the amount of the aid package, and the amount of aid that will be given in the form of work-study. The Financial Aid Coordinator deals with aid awards, distribution of financial aid, regulatory issues and final decisions about the student's financial aid package. The Financial Aid Office is located across the hall from the Student Dining Room at the south end.

WORK-STUDY: GETTING STARTED

1. At the end of the school year, the Work-Study Coordinator posts a listing of the jobs which are available for the next school year. Students have the opportunity to sign up for their preferred job.
2. During orientation, students also have the opportunity to sign up for a work-study position.
3. The Work-Study Coordinator assigns the student a job. If the College has need for a work-study person to work in an area other than the student's job preference, the student will be assigned to the area of greater need.
4. All work-study jobs are assigned for one full academic year. A student may not ordinarily switch to another job. Reasons for switching jobs are ordinarily limited to a change in the student's health or physical condition, or the needs of the College. Each student is ordinarily assigned a job(s) for seven (7) hours per week. The number of students and hours needed per job can change without notice depending on the needs of the College.
5. The student signs a contract with the Financial Aid Office outlining the terms of his/her work-study agreement. The Financial Aid Office retains the contract on file. A copy of the contract is included in this Handbook.
6. Work-study for returning students begins on the Monday following the required weekday arrival. Work-study for new students begins after the evening orientation and training with the supervisor.

WORK-STUDY: PROCEDURES

1. Students use the computer time clock program on the intranet. Students log in on the computer when beginning their work assignment. When the work assignment is complete, the student logs out on the computer. Students can log in and out on any computer in the computer lab, the library, or the computer at the back entrance.

(Instructions on using this program can be obtained from the computer lab assistant.) Students must confirm their hours worked on the computer time clock program; the supervisor approves the student's hours worked.

2. The work-study supervisor checks the student's work on a daily basis or according to a regular schedule worked out between the student and the supervisor. If the assigned work has not been completed according to the schedule agreed upon by the student and the supervisor, or if the work has been poorly done or not done at all, then the work-study supervisor does not approve the student's hours.
3. If the work-study supervisor does not approve the student's hours, the supervisor informs the student and the work-study coordinator immediately. The work-study coordinator schedules a conference with the student, the Dean of Students, and the supervisor. The conference takes place prior to the end of the pay period for work-study. Following the conference, the work-study coordinator makes the necessary adjustment to the student's hours, either approving the hours or decreasing the hours worked because of non-approval.
4. Work-study hours are recorded each time the student logs in and logs off the computer when performing his/her work-study job. Work-study hours for a pay period are tabulated the day following the end of the pay period. A copy of the scheduled pay periods for the current year is included in this Handbook.
5. Work-study time may not be held over from one pay period to the next.

WORK-STUDY: PAYMENT

1. Payment for work hours completed occurs once each month, after each work period.
2. The Financial Aid Office transfers the funds to the Business Office.
3. The Business Office then credits the student's monthly work-study earnings to his/her tuition, room and board, and/or college expense account, whichever is applicable. Students are encouraged to withdraw college expense account funds remaining at the end of the academic year.
4. If the student fails to earn the amount of financial aid for which he/she contracted, the student is responsible to meet all tuition and fees, room and board, and other College related expenses. A student's failure to meet his/her College financial obligations prevents the College from releasing the student's transcript of grades to another institution or from awarding the student a diploma or of providing the student with a positive letter of recommendation.

5. The Financial Aid Office informs individual students after every monthly pay period of the amount they must still earn and the number of hours they must still work in order to earn their scheduled award balance.

COMMUNITY SERVICE DISTINGUISHED FROM WORK-STUDY

Divine Word College students aspire to lives of service within and through a religious, missionary community. As a reminder that religious service is freely given, Divine Word College students are frequently called upon to offer service for which no monetary compensation is given. Community service activities include but are not limited to work such as preparations, support, and clean-up of major liturgical celebrations, cultural dinners and other College-wide activities.

CONTRIBUTING TOWARD ROOM AND BOARD DURING VACATION PERIODS

Students who remain at the College during the Thanksgiving and Spring Break vacation (and at any other times permitted) are required to contribute three hours a day of community service (e.g. dishwashing, housecleaning) as compensation for room and board during their vacation stay at the College.

THE ROLE OF THE WORK-STUDY COORDINATOR

1. The Coordinator conducts Work-Study Orientation at the beginning of each semester and coordinates jobs according to the student sign-up sheet and the needs of the College. The Board of Administration officially approves all jobs that qualify for reimbursable work-study jobs.
2. The Coordinator acts as an intermediary in misunderstandings between a supervisor and student, reporting the issue and resolution to the Dean of Students.
3. The Coordinator prepares a monthly work record report for each student, obtains the supervisor's signature on this report, and submits it to the Financial Aid Office for processing payment.
4. The Work-Study Coordinator prepares the summary work record sheet listing each student at the end of every pay period, and submits a copy to the Dean of Students and the Financial Aid Director.
5. At the end of the school year, the Coordinator posts a listing of the jobs available for the next school year so that students may apply before they return for classes in the fall.

THE ROLE OF THE DEAN OF STUDENTS IN WORK-STUDY

1. The Dean maintains ultimate supervision over students involved in the College Work-Study program.
2. The Dean arranges formation group assignments for specific functions and work days.
3. The Dean interviews any student referred by the Work-Study Coordinator.
4. The Dean automatically refers any student who fails to meet work obligations after the individual interview to the Student Activities and Welfare Committee.

THE ROLE OF THE WORK SUPERVISORS IN WORK-STUDY

1. Supervisors orient and train students for the various jobs under their supervision.
2. Supervisors check, according to a regular schedule, whether or not work-study assignments have been satisfactorily completed.
3. Supervisors utilize the computer time clock program to indicate approval. The student confirms his hours worked prior to the supervisor approving all hours.
4. If the supervisor does not approve a student's hours worked, the supervisor will notify the student and the Work-Study Coordinator. Following a conference with the supervisor, student, and Dean of Students, the Work-Study Coordinator adjusts the hours calculated by the computer time clock program. If the hours are not approved, the hours recorded on the time clock program for the date in question could be reduced to "0" hours worked.

THE ROLE OF THE BOARD OF ADMINISTRATION

1. The Board approves all revisions to the Work-Study Handbook.
2. The Board approves all jobs included in the Work-Study program.
3. The Board reviews work-study performance on a quarterly basis.
4. The Board may deny work-study renewal.
5. The Board may initiate disciplinary proceedings when work-study performance fails to meet satisfactory levels.
6. The Board may reduce the student's SVD Scholarship by the amount of hours the student is behind in work-study hours. (Example: 20 hours x \$10.00 work-study.)

WORK-STUDY CONTRACT

Divine Word College
Epworth, Iowa

() *FEDERAL* () *STATE* () *INSTITUTIONAL*

I, _____, hereby agree to perform satisfactorily the following Work-Study assignment(s):

1. _____
2. _____
3. _____

covering the period from _____ until _____ at an hourly wage of \$8.50 not to exceed \$_____ per academic year and \$_____ for the first semester. My time record sheet is due at the end of each monthly work period with the required signature(s) of my supervisor(s).

1. Supervisor's Name: _____
Supervisor's Signature: _____

2. Supervisor's Name: _____
Supervisor's Signature: _____

3. Supervisor's Name: _____
Supervisor's Signature: _____

I am able and willing to work _____ hours and _____ minutes per week. I am familiar with my duties through the job description and/or directives of my supervisor(s).

Time Schedule:

1. _____
2. _____
3. _____

(Date)

(Student's Signature)

(Financial Aid Office Signature)

WORK-STUDY PAY PERIODS

2018-2019

Date Pay Period Begins	Date Pay Period Ends (Wednesday)	Date Time Sheets Turned into FAO	Number of Days in Pay Period	Number of Hours Per Pay Period
August 20, 2018	September 18, 2018	September 19, 2018	30	28
September 19, 2018	October 16, 2018	October 17, 2018	28	28
October 17, 2018	November 13, 2018	November 14, 2018	28	24
November 14, 2018	December 13, 2018	December 14, 2018	30	26
January 8, 2019	January 30, 2019	January 31, 2019	23	17
January 31, 2019	February 27, 2019	February 28, 2019	28	25
February 28, 2019	March 28, 2019	March 29, 2019	29	21
March 29, 2019	April 25, 2019	April 26, 2019	28	24
April 26, 2019	May 15, 2019	May 16, 2019	20	15
		Total	244	208

Total Award = Number of hours x \$10.00 per hour: \$2,080.00

December 14, 2018 to January 8, 2019 is Christmas break and these days are not counted as work days.

March 9 to 17, 2019 is Spring Break Vacation and these days are not counted as work days. Students staying at the College during this period are required to work three hours per day for room and board.

GENERAL CLEANING INSTRUCTIONS

General Cleaning Instructions for Classrooms

- Wipe chalk board and edges
- Clean erasers
- Dust Window sills
- Dust shelves
- Dust door frames and wipe doors
- Clean glass
- Wipe tops and bottoms of all desks, chairs, furniture, etc.
- Vacuum carpeted floors
- Dry and wet mop tile floors
- Wipe noticeable spots off walls
- Wipe any equipment such as computers, TV, VCR, etc.
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Corridors

- Clean all windows in your work area (this includes the glass in doors)
- Scrub drinking fountains
- Dust pictures, artifacts, etc. on walls
- Wipe noticeable spots off walls
- Wipe door and door frames
- Clean any equipment, such as copy machine, tables, etc.
- Dry and wet mop floors
- Shake and vacuum rugs
- Empty trash and recyclables

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Bathrooms

- Scour all sinks and wipe counter tops
- Wipe all mirrors
- Scrub toilets and urinals with bowl cleaner and brush
- Wipe surrounding toilet and urinal areas with disinfectant
- Wipe noticeable spots off walls
- Dry and wet mop floors
- Empty trash and replace garbage liners
- Wipe trash can if needed
- Scrub shower stalls
- Replace shower curtains

- Wipe doors and door frames
- Wipe window sills and windows when needed

Inform supervisor of any needs such as supplies or maintenance requests.

General Cleaning Instructions for Stairwells

- Wipe handrails
- Clean doors and windows
- Wipe door frames
- Wipe window sills
- Wipe noticeable spots off walls
- Dry and wet mop as needed

Inform supervisor of any needs such as supplies or maintenance requests.

WORK-STUDY JOB DESCRIPTIONS

(The following job descriptions may include other duties not specified.)

A/V ROOM AND EQUIPMENT

- Video programs for classes as needed, care and upkeep of equipment. Clean VTR studio and AV room. Record music for library. Work for Library Director.

ART ASSISTANT

- Assisting the set up and hanging of exhibits and the taking down of same in the The Weyland Gallery, and labeling and distribution of gallery mailers.
- The preparation, serving and cleanup at art functions, receptions and openings.
- The general cleanliness of equipment and art rooms (The Weyland Gallery, Print Studio, Ceramics Studio, 2-D Studio, supply storage room, slide room).
- Assisting with the upkeep of the slide collection.
- General assistance in the art rooms when needed.

ASSISTANT FOR DEAN OF STUDENTS' OFFICE

- Various office duties such as photocopying, collating papers, etc, as directed by the VP for Formation/Dean of Students.

BARBER

- Post schedule of hours available and provide sign-up sheet.
- As needed, cut hair and maintain equipment.
- Sweep, mop, and dust barber shop at the end of each day.

BATHROOMS

Dorms:

- See general cleaning instructions for bathrooms on pages 9-10.

Library/Art Area/Pourhouse/Front Entrance/Men and Women's/Handicap:

- See general cleaning instructions for bathrooms on pages 9-10.

BOOKSTORE

- Serving the customers weekdays, keeping the goods in order.
- Once a week, dust the shelves and organize the items neatly on the shelves.
- Dry and wet mop floor.

- Empty dehumidifier daily
- Mark prices on items for sale
- Empty the garbage once a week and take the garbage to the outside dumpster
- Accompany supervisor to purchase items

CARS - Student Cars, SVD Cars and the Garage

- Must be a licensed driver
- Keep cars full of gas
- Clean interior of all cars as needed
- Wash cars as needed
- Report damages and needed repairs
- Clean main garage as needed.
- Sweep floor in entire garage area as needed

CLASSROOMS

- See general cleaning instructions for classrooms on pages 9-10.

COMMUNITY SERVICE WORKER

- Visits local non-profit organizations such as soup kitchens, shelters, nursing homes, etc. at scheduled times each semester.
- Assists in the mission of the organization by such things as visiting clients, participating in group activities, serving food, cleaning, etc.
- Promotes collaboration between Divine Word College and the organization to which the worker visits.

COMPUTER SCIENCE LAB ASSISTANT

- Help resolve computer and printer problems, clean lab, report any problems, keep paper in printers, change printer toners when needed, clean monitor screens, clean mouse.
- See general cleaning instructions for classrooms on page 10.

CORRIDORS

Basement:

Corridor from the music room to the SVD wing, including the area in front of the rec room, art room, and crypt.

- See the general cleaning instructions for corridors on pages 9-10.

Second Floor:

Corridor from the student dorm to SVD wing.

- See the general cleaning instructions for corridors on pages 9-10.

Dorm Halls and outside Dean's Office:

First and second floor:

- See the general cleaning instructions for corridors on pages 9-10.
- Clean phone rooms (vacuum carpet/dust shelves, remove garbage).

Gym/observatory/stairs/restroom corridors:

- See the general cleaning instructions for corridors on pages 9-10.

Third Floor: (includes women's restroom and stairwell next to SVD wing)

- See general cleaning instructions for corridors and bathrooms on pages 9-10.

Classroom Corridor:

Dorm doors to glass doors near chapel, including area going into the courtyard.

- See general cleaning instructions for corridors on pages 9-10.

Main Corridor:

Copy room, SVD wing to Chapel, including front entrance corridor.

- See the general cleaning instructions for corridors on pages 9-10.

DEPARTMENT CHAIR AIDE

This student is requested and supervised by the Department Chair.

Qualifications:

- Student will be familiar with computer aided instructional software and/or willing to learn new technologies.
- Student should be familiar with basic research techniques to assist the Chairs in on-going research.
- Student is comfortable with computers and software, ideally both Windows and Mac.
- Student is available for a schedule of seven hours of work per week, sometimes due to unplanned events student would be available for unscheduled projects and other requirements with firm timelines.
- Student has a sense of responsibility and urgency in carrying out the duties of updating

the internet web pages.

Duties:

- Student will create posters and flyers as directed and be available for other clerical assignments.
- Student will be responsible for uploading course content such as PowerPoint Presentations, assignments, notices, discussions, articles onto programs such as Moodle, Criterion, Skype, and other instructional modes used by the college for classroom and online courses.

DEVELOPMENT OFFICE WORKER

- Must be able to translate both English to Vietnamese and Vietnamese to English.
- Assist with general office work: sorting mail, preparing fillers, etc.

EXERCISE INSTRUCTOR – Cardio and Dance

- Average of 7 hours per week – prepare the music and the cardio routine for each class and the time to teach each class.
- The instructor is responsible for providing fun, effective and safe group exercise to members participating in the program.
- The instructor should be able to communicate and relate well with other people, possess good interpersonal skills, show enthusiasm for health and fitness and make an effort to live life in a healthy manner.

FLAGS

- Daily, put flags up in the morning and take down after supper, weather permitting. Take damaged flags to laundry for repair.

FOOD SERVICE

Student Dining Room

- Shut off hot and cold carts.
- Bring back food from the line and put it in the coolers, from both the HOT and COLD sides. Turn off both units.
- Wipe down HOT serving line, including the top, sides, and shelves underneath.
- Wipe down HOT Steamtable lids.
- Wipe down COLD serving line, including top, sides, and shelves underneath by the soup bowls as well.
- Wipe down silverware tray cart and underneath.
- Wipe down window sills.
- Wipe down doors and door handles.
- Wipe outside front of cabinet doors by the juice machine, milk machine, and coffee machine.
- Wipe counters by the milk and juice machines and wash the milk and juice trays.

- Sweep floor every night.
- Mop floor on Tuesday and Thursday nights.
- Wipe down chairs on Mondays and Wednesdays.
- Wipe cart where juices and water pitchers are kept.
- Wipe inside and outside of small refrigerator.
- Wipe and sanitize table tops.

SVD/Small Dining Area

- Bring the food back and put it in the cooler.
- Wipe down the counter, heating unit, and tables.
- Dry mop daily, including under the tables.
- Mop floor on Fridays, removing chairs and mopping under the table.
- Reset the table and check garbage behind the dining room door.

Tray Service Carts

- After lunch and dinner, remove trays and stack dishes for dishwashers.
- After removing the trays from the carts, wash the carts and place the carts inside the scullery.
- Approximate work times are: 12:15 - 12:45 p.m. and 6:00 - 6:30 p.m., depending on the weekday and weekend meal schedule.

Kitchen/Scullery Area

- Put all the dishes away in their proper place.
- Drain and clean out the dish machine.
- Wipe down shelf where bustubs are kept above.
- Wipe counter and underneath where dish racks are kept, BOTH sides.
- Wipe down sides and top of dishwasher.
- Wipe outside of garbage disposals.
- Wipe outside of heater unit.
- Wipe down counters of dish machine line.
- Wipe down cart where dishes are put and taken out front.
- Wipe down small cart at the end of the dish line.
- Wipe down the fan.
- Take out garbage, wash lid through dish machine every nite.
- Wipe down hand sink and paper towel holder.
- Wipe inside and out of the three-compartment sink.
- Wipe shelf under three-compartment sink where soap is kept.
- Wipe doors and door handles off.
- Sweep and mop floor.
- Run mats in KITCHEN through dishwasher on Tuesday nights.
- Run mats in DISH ROOM through the dishwasher on Thursday nights.
- On Wednesdays, wipe down all walls, including under sinks and dishwasher.
- When finished, shut off the dining room lights, check garbage disposal, turn dish machine off and turn booster heat off.

- REMINDER: When doing the dishes, only push button ONE time for silverware to presoak. Use ONE squirt of pink detergent to soak plates. Check chemicals if they are low on the dish line.

Evening Kitchen Staff

- Finish pots and pans in three compartment sink and put them away in their right place.
- Sweep and mop entire kitchen floor, including picking up the mats, under tables and chairs, under carts, under flour, sugar and rice bins.

FOOD WASTE

This work-study person will be responsible for taking vegetable scraps from kitchen food preparation to a compost pile at New Melleray Abbey. Initial estimates are that there could be from one to five trips per week, depending on the time of year, number of people at the college, and special events. Each trip is initially estimated to last 1.5 to 2 hours.

Specific duties:

- The Food Service Director will notify the student when a trip will be needed.
- The student will go to the kitchen. In one of the refrigeration units will be a 48-gallon, wheeled cart containing the food scraps.
- He will take the cart out of the refrigeration unit and replace it with an empty cart, which will be either in the hallway or in the first garage bay.
- The student will take the filled cart to the loading dock, wheel it onto a pickup and strap it in securely, with the hinge of the cart lid facing the pickup cab so the wind does not rip it open.
- He will drive to New Melleray, and then to the abbey's compost pile, which is located on an access road near the visitor's entrance.
- There, he will dump the cart and clean it out as much as possible. Before leaving, the monks may have excess produce to send back with him for the kitchen.
- Returning to DWC, he will go to the car-washing area to rinse out the cart. It can then be turned upside down to drip out in the garage.
- If there is any produce, he will deliver it to the kitchen.

FRONT PORCH

Maintain the cleanliness of the front porch.

- Sweep floor every day
- Clean window ledges on front porch
- Sweep ceiling corners
- Empty ash tray and garbage (including cigarette butts)
- Clean and arrange furniture
- Shake rugs

GARBAGE CLEANUP AND RECYCLING

- Daily empty and dispose of all trash from waste baskets in all janitor closets
- Replace garbage liners in trash cans
- Place appropriate recyclables in proper containers in the recycling garage. Keep recycling garage clean and organized.
- Wash garbage cans and recycle containers
- Pick up and separate pop cans from janitor closets and rec room
- Deliver cans to Redemption Center for both the Pourhouse and College

GYM and STAGE AREA (and bathrooms)

- Every day dry mop gym and stage area. **DO NOT WET MOP GYM FLOOR!!**
- Remove black marks on floor.
- Clean drinking fountains daily
- Clean storage areas as needed.
- Dry and wet mop tiled floor behind the stage and the stage.
- See the general cleaning instructions for bathrooms on pages 9-10.

INFIRMARIAN

- Once per week clean infirmary dorm (room 304), infirmary office, lavatory, and dispensary (room 302).
- When possible drive students to the doctors, dentist, and eye doctors. Pick up medicines from the pharmacy when needed.
- Bring juice, food, and other necessities to students who are sick in the main building and Megan Hall. The Infirmarian should bring the tray back to the kitchen.
- The student Infirmarian should assist the Director of Health Services whenever medical concerns present themselves and need to be dealt with. Perform basic first aid under the supervision of the Director of Health Services. Assist during Family Feast, retreats, etc.

JANITOR CLOSETS

- Dust and arrange shelves. Clean sinks, sweep and wet mop floors daily, stock all supplies in all closets. Make sure brooms, mops, dust pans, brushes, water buckets, and carts are in the proper closets. Change dry mop and wet mop heads. Deliver dirty mop heads to the laundry.

LIBRARY

- Monitor the library.
- See general cleaning instructions for classrooms on pages 9-10.

LIFEGUARD - as certified

- Provide lifeguard service at swimming pool during scheduled hours.
- See pool operators manual.

LITURGICAL FUNCTIONS – SOUND PERSON

- Average Number of Hours: 2.5 hours per week each semester
- Set up and take down all equipment used for the sound system, in the chapel or in the gymnasium, for Liturgy and all rehearsals related to Liturgy.
- During the Liturgy, will control the sound board, get help when needed to fix problems, and determine what a good balance of sound is.
- Will research and get help to fix, maintain or update any sound equipment.

LOADING DOCK/ELEVATOR/STAIRWELL

(Includes corridor from front entrance to loading dock.)

- See general cleaning instructions for corridors and stairwells on pages 9-10.

LOCKER ROOM/WEIGHT ROOM/POOL SHOWER AREAS

- See general cleaning instructions for bathrooms on pages 9-10.

MAIL SERVICE – BUSINESS OFFICE

- Pick up mail from Epworth Post Office at 9:00 a.m., Monday – Friday
- Take afternoon mail to the Epworth Post Office at 3:00 p.m., Monday – Friday
- Maintain confidentiality of in-coming and out-going mail
- There is no mail service on Saturday or Sunday
- Must be an approved DWC Student Driver
- Will use a College car for this service
- Approximately 20-30 minutes per task (approximately 1 hour per day, five days a week, except on holidays when there is no mail delivery by the Epworth Post Office)

MAIN CHAPEL AND ORGAN LOFT

Main Chapel:

- Twice a week dry mop the floor.
- Once a week dust the window sills in the main chapel and the stations of the cross.
- Once a week wet mop the floor.
- Once a month buff the floor in the main chapel (except under the pews).

- Report needed repairs: wobbly pews, broken kneelers, burned out lights, etc.
- Three times a month dust the pews, pew racks, and kneelers with furniture polish. Remove wax from the pews as you find it.
- Once a month clean pews and kneelers with a solution of Murphy's Oil Soap. Report needed repairs: broken kneelers, burned out lights, missing rubber tips from the kneelers, etc.
- Twice a week vacuum the rug in the sanctuary and the reconciliation room.
- Dust the furniture in the reconciliation room and the window sills in the sanctuary.
- Dust the confessionals in the back of the chapel.
- Polish the altars, pulpit and presider's chair in the sanctuary with furniture polish.
- Change the missalettes when needed. Straighten out the book shelf in the back of the chapel daily. Pick up the stray books, papers, etc. from the pews daily. Report needed repairs.

Organ loft:

- Dry mop the floor twice a week in the organ loft.
- Wet mop the floor once a week.
- Once a month clean the pews with a solution of Murphy's Oil Soap.
- Once a week dust the pews, pew racks, kneelers, ledge and organ pipe slot with furniture polish.
- Pick up the stray missalettes, song books and prayer books and return them to the main chapel.
- Dust the organ console once a week with furniture polish.
- Report needed repairs.

Small private chapels in crypt:

- See general cleaning instructions for classrooms on pages 9-10.

Crypt:

- See general cleaning instructions for classrooms on pages 9-10.
- Set up the chairs and tables as needed in the Crypt.
- Make sure tables and chairs are stacked in the appropriate place when not in use.

Small Chapel/Second Floor (Our Lady of Guadalupe):

In general, the duties consist of maintaining the cleanliness and orderliness of the second floor Chapel.

- Take soiled linens to the laundry and when cleaned, bring them back to their proper place in the sacristy.
- Keep linens sorted and in good order. All have a specific place - the cabinet that is in the room.
- Make sure that the vigil light is always burning.
- Make sure that the Sacramentary and Lectionary are always in the Chapel.

- Make sure that the Music Issues and Missalettes are put away in the cabinet.
- Dust three times a week: vacuum the floor, dust the cabinet, window sills, altar, and lectionary stand.
- Notify the Sacristans when the altar candle needs to be replaced.
- Notify the Chaplain or Asst. Chaplain when there are candle wax drippings on the carpet.
- Notify the Chaplain or Asst. Chaplain when there is a light bulb burned out.
- Keep the chairs in an orderly fashion at all times.
- Make sure that any plants or flowers are watered once a week. If the flower arrangements are dead, then dispose of them in the proper place.

Sacristan:

In general, the duties consist of maintaining the cleanliness and orderliness of the chapel areas (sanctuary, upper and lower sacristies, the cleanliness and repair of articles and vestments used for liturgies, and setting up and putting away after the liturgies.

The tasks are divided into four main areas. These will rotate among the sacristans. The sacristans, however, are to work as a team. If one sacristan cannot fulfill the duties for some reason, he will arrange with the others to make sure the tasks are still done. The sacristans will work together, or divide up among themselves, some monthly and quarterly tasks that are not listed in the rotating duties.

Main Chapel:

- Set up for 8:00 a.m. Masses daily. Also for the early Mass when needed.
- Take soiled linens to the laundry and when cleaned bring them back to their proper place in the sacristy once a week.
- Keep linens sorted and in good order. All have a specific place.
- Be responsible for changing linens according to the liturgical season or feast. Hierarchy of feasts, ranging from most to least important: Sunday (+), Solemnity (S), Feast (F), Obligatory Memorial (M), Optional Memorial (m).
- Change corporal at Tabernacle and dust Tabernacle area once a week.
- Make sure the two wall vigil lights are always burning.
- Get out Sacramentary before Mass; put away afterwards.
- Provide the proper music books for concelebrants. (Check liturgy sheet on bulletin board.)
- DO NOT take down the decorations - those who put them up will do so!

Upper and Lower Sacristy:

- Dust twice a week: dry mop floor, dust vestment closets, window sills, countertops, etc.
- Wet mop once a week.
- Empty trash can whenever needed.
- Arrange vestments in orderly manner. Make sure the drawers and closets are neat.

- Keep holy water fonts filled. Clean them if necessary. Use vinegar to soak off mineral deposits. Do not use harsh or abrasive cleaners.
- Clean stairwell twice a week.

Other Tasks:

- Clean sacristy sinks and holy water fonts at least every two weeks. (Use vinegar or soak with a solution of baking soda and water; never use regular sink cleaners or abrasive products.)
- Scrape up wax drippings, whenever needed. Always check your area.
- Soak mineral deposits out of cruets and lavabo dishes (use vinegar).
- Clean and polish candle followers, chalices, monstrance - at least once each semester.
- Be sure all drawers and vestment cases are clean and in good order.
- Overhaul on entire sacristy - once a semester.
- Make sure that all the albs and vestments are cleaned in the Spring semester.

NOTE: Altar linens from the upper sacristy do not go out of the Chapel. They are to be used only in the main Chapel.

MEGAN HALL/FIRST FLOOR AND OUTSIDE ENVIRONMENT

First Floor:

Chapel:

- Vacuum the carpet regularly.
- It is our "sacred space" and should be kept free of dust and anything that takes away from its sacredness. Make every attempt to keep it attractive (furniture kept neatly arranged, seasonal appointments, decorations, etc.).
- Keep the closets neat.
- Wash albs as needed.
- Return dirty/used purificators, hand linens, corporals, to the sacristy for washing and keep clean ones available.
- Keep the host and wine supplies filled.
- Care for the candles, incense, chalices, etc.

Outside Environment:

- Make sure the south stairwell to the basement is free from leaves and garbage. This can be a fire hazard.
- Keep the south porch area clean and orderly.
- Vacuum and clean the inside stairs to the basement.
- Pick up any garbage from around the outside of Megan Hall.
- Shovel the snow off the porches (south and west) in the winter and make a path to the plowed area. Use salt to remove ice from the steps when there is an ice buildup. (See Mr. Callahan in the maintenance department for this when needed.

Lounge and Kitchen:

- Clean as noted above for the second floor kitchen, lounge, bathrooms, and halls.

MEGAN HALL/SECOND FLOOR AND BASEMENT

(A more detailed job description is given to the assigned students)

Second floor:**Community Room/Lounge:**

- Vacuum the carpet in the lounge and dining area. Use attachments to vacuum the window sills and furniture. Take the cushions off and vacuum under them as well.
- Straighten the furniture if it has been moved around.
- Water the plants as needed. Do not over water.
- Clean the area where the dishes are stored. Clean up crumbs or food particles on the tables. Keep the cabinets in some sort of order so things can be found.
- Dust the end tables and tables in the lounge area.

Hallway and Waste Disposal:

- Vacuum the carpet in the second floor hallway, including the two stairwells on opposite sides. Use the attachments to do this.
- Clean the window sills and ledges in the south stairwell.
- Collect the trash from the other students on the second floor. Set up a system with the students when the trash can be collected. Sort out recyclable materials in the bins in the south entrance to Megan Hall.
- The bins in the south porch should be taken to the main building and emptied into the appropriate receptacles.

Laundry Area and Computer Room and Conference Room in the basement:

- Empty the trash in the laundry area at least once per week.
- Wipe the washer and dryer clean with a damp cloth at least once per week.
- Sweep the floor in the laundry areas at least once per week.
- Clean the lint filter in the dryer whenever you clean.
- Keep window ledges and windows clean.

Computer Room:

- Check that the printer has paper and a good ribbon.
- Vacuum and straighten up the room (check daily).
- Empty trash.

Conference Room:

- Empty trash.
- Vacuum and straighten up room.
- Clean basement area including ping-pong room.
- Keep window ledges dusted and windows clean.
- Clean the chalk board after Wednesday evening group meeting.

- Set up chairs for the Wednesday evening group meeting and put away afterwards.
- Sweep the outside stair well leading to the basement.

Kitchen:

- Make sure that all dishes, glasses, containers, and pots and pans in the drain tray and the sink have been washed well with dish soap and then dried and put away neatly. (check daily)
- Keep the cupboards neat and orderly. Wash the cupboards on a regular basis.
- Clean the refrigerator two times per week, both inside and out. Remove food that is spoiled or not likely to be eaten.
- Clean the top of the stove. Occasionally the "self-cleaning" oven can be activated for cleaning. See Fr. Ken before considering this.
- Clean the microwave oven inside and out. Remove stains.
- Vacuum the kitchen area. The vacuum cleaner has attachments to get into corners and under things, including the window sills.
- Empty the trash as needed. If it smells, empty it even if the trash container is not full. You can wrap it up and take it to the containers at the south entrance. Take care to separate recyclable materials.
- Check that basic cooking items and needs are kept replenished, e.g. sugar, condiments, coffee, cream, etc.
- Make sure there are clean towels and dish cloths as well as napkins, foils, and items to store foods. Do not allow food to be put away in the refrigerator without being covered and/or sealed.
- When the soda can container is full, take them away to be redeemed. The Pourhouse normally does this and the money is turned back into improving the student environment there. These cans are not for private use.

Guest Rooms:

- Straighten out and prepare as needed. This should be on rare occasions as the extra guest rooms are on first floor. Take care that these rooms do not become "storage rooms."

Lavatories:

- Check daily to see that they are clean.
- Wash the mirrors and sinks.
- Empty the trash.
- See that the shower stalls are cleaned regularly and that the shower curtains are also clean. If they are always drawn closed, there is less chance of mildew building up on them. If they are pulled open, there is less chance they will dry properly.
- Keep the toilets clean and disinfected. Keep toilet paper supplied.

Vacuum Cleaners:

There are three vacuum cleaners in Megan Hall. The round vacuum cleaner that works with water should be used ONLY by the assigned Megan Hall workers. It is a very expensive machine and the users should read and follow directions for its use carefully. It

has an inner filter that should be cleaned once a week. Please see Fr. Anich for instructions on how to use this machine.

The stand up vacuum cleaner is for general student use.

MUSIC ASSISTANT/CLERICAL ASSISTANT TO ARTS & SCIENCE

This student is requested by the Music Director/chair of the Arts & Science Department.

Assistance in music filing (3 hrs. per week)

- Get music out for guitarists the night before a large-community liturgy (there are usually three a week). Make sure there's four copies of everything; if not, xerox additional copies. Set up music stands and put music in order on the stands. Set up microphone stands and cords. Put numbers on the hymn board.
- Put music away (guitar and piano music) after each large-community liturgy. Take numbers down and put away. Report when numbers need replacing.
- Set up for liturgy prep: move piano, piano bench; set up mikes, music stands, put numbers on hymn board, assist in getting out piano accompaniment music. After liturgy prep take everything down and put away.
- Make copies of liturgy planning sheets; distribute plans to bulletin boards, presiders, musicians, other appropriate people.
- Do other copy work as requested.
- Do typing as requested (musicians' schedules, etc.)
- Keep a record of liturgical music used.
- Keep music area of chapel looking neat and orderly: stands and instruments placed properly.
- Keep guitar and piano music files in chapel in good order; file new copies of accompaniment music from Oregon Catholic Press when it arrives.

Clerical assistance to General Education Faculty Members

- Make xerox copies
- Do typing as requested (schedules, lists, homework assignments, etc.)
- Do filing as requested
- Do occasional library research; returning or getting a library book for a teacher
- Perform errands, chores as requested (collating papers, cleaning out files, etc.)
- Photocopies blank forms and assignment sheets
- Assembles and types student lists for Writing Committee records
- Types particular kinds of sentences culled from student papers
- Types, photocopies, and distributes student papers for class critique
- Proofreads, photocopies, and distributes . . .
 - general memos and reminders
 - meeting agendas and minutes
 - class assignments and take-home exams
- Does small errands, such as reserving the small meeting room, filling out VCR request forms, and conducting basic library research

MUSIC ROOM

- See general cleaning instructions for classrooms on pages 9-10.
- Set up chairs on Monday and Wednesdays for choir practice.

PERIODICAL ROOMS

- General housekeeping duties -- dry mop, vacuum carpets, dust furniture and shelves, vacuum books, etc.
- Assist with the preparation of magazines for binding
- Shelve and re-shelve library materials
- Package inter-library loan materials

POURHOUSE

(A more detailed job description is given to the assigned students.)

- Make coffee and serve. Collect money. Clean coffee machine daily.
- Keep the cappuccino machine clean.
- Clean bar at the end of serving time. Make sure supplies are available and order when necessary.
- Keep the ice bucket full.
- Keep all food in proper containers.
- Keep bar and back bar clean. Clean and wash tables every day. Dust chairs.
- Keep sink clean. Wash and dry any dirty dishes.
- Remove trash.
- Dry mop floor daily.
- Wet mop floor daily.
- Dust the window sills.

PUBLIC RELATIONS OFFICE

Student Assistant

This student is accountable to the Director of Public Relations.

Qualifications: Photography skills, ability to use Adobe PhotoShop and Adobe InDesign or be willing to learn the programs.

Projects include:

- Organize College photo file.
- Serve as photographer at College events.
- Assist with layout of direct mail appeal materials.
- Assist with details of Cultural Events at the College.
- Other layout/design projects as assigned.
- Possibly update DWC website.
- Other public relations or development tasks as assigned.

Video Crew

This student is accountable to the Director of Public Relations.

Qualifications: Creativity and skill in the production of short videos that promote Divine Word College. Videos will highlight the college in general and also serve as recruiting tools for the Vocation Office.

Projects include:

- Attend brainstorming sessions to develop a slate of video topics and themes.
- Gather video footage needed to complete a specific project.
- Edit footage into a finished product that is YouTube ready.
- Serve as videographer at college events.
- Other public relations tasks as assigned.

REC ROOM, LOUNGE, TV ROOM

- See general cleaning instructions for classrooms on pages 9-10.

RELIGIOUS STUDIES ASSISTANT

- Be familiar with computer aided instructional software and/or willing to learn new technologies.
- Is comfortable with computers and software, ideally both Windows and Mac.
- Responsible for uploading course content such as PowerPoint presentations, assignments, notices, discussions, articles onto programs such as Moodle, Criterion, Skype, and other instructional modes used by the college for classroom and online courses.
- Available for seven (7) hours of work per week.
- Due to unplanned events, be available for unscheduled projects and other requirements with firm timelines.
- Has a sense of responsibility and urgency in carrying out the duties of updating the internet webpages.

SAFETY/SECURITY MONITORS

- Students, selected by the Dean of Students, will serve as safety monitors when the College facilities are open in the evening hours or on weekends for persons from the area, such as the YMCA swim program, family swim night, area volleyball.
- Students will monitor visitors entering and leaving the building, to ensure that they are not going in restricted areas other than where the event is being held.
- Students will also be assigned by the Dean of Students for security monitoring when the College hosts larger events such as Mission Sunday, Art Openings, Lunar New Year, Commencement, etc.
- In the event of security issues, students will immediately contact the Dean of Students

- or President of the College.
- Hours required will vary.

SMALL MEETING ROOM

- See general cleaning instructions for classrooms on pages 9-10.
- Empty trash.
- Works with kitchen staff for setup and clean up after special dinners.

STAIRWELLS (8)

- See general cleaning instructions for stairwells on pages 9-10.

STUDENT LAUNDRY ROOM

- Wipe off washing machines and dryers inside and outside every day with damp cloth.
- Dry or wet mop floor as needed.
- Remove garbage and recyclables.
- Keep room free of lint behind the machines.
- Clean lint trap on dryers.
- Make sure the table is in an orderly fashion.
- Sweep dust from ceilings and walls.
- Dispose of any unused clothing.
- Scrub slop sink.

STUDENT SENATE PRESIDENT

(10 hours per week)

In addition to the duties outlined in the Student Senate Constitutions #760:

- The student senate president shall set up a monthly work plan with his supervisor, the Dean of Students, to address regular weekly duties as well as special projects which arise through the course of the school year.
- He will set up two – three hours each week (office hours) where he can be available to the student body as well as all other members of the Divine Word College community.
- He will meet once a week with the Dean of Students to discuss matters concerning student life. He will also meet every other week with the Academic Dean to discuss any academic matters which concern the student body.
- He will assist the Dean of Students during student orientation at the beginning of each semester.
- He will assist the Vice President for Recruitment with preparations for “Come and See” weekends each semester.

TUTORS

Counseling Tutor

The counseling tutor will be responsible to the College Counselor or a faculty member designated by the Counselor.

- The tutor should be a sophomore, junior, or senior.
- The tutor should be available a minimum of five hours a week.
- The tutor should be proficient in English and/or the subject he is tutoring.
- The tutor should be patient and sensitive with the student who may be struggling to articulate his thoughts and ideas or comprehension of material as he learns.
- The tutor must maintain confidentiality.
- The tutor will meet regularly with his supervisor for training

The counseling tutor's responsibilities include:

- Learning techniques to help the student with time management, note taking, effective use of an outline and other study skills.
- Reading instructions and text orally to the student when needed.
- Assisting the student with homework using compensatory techniques chosen in consultation with the counselor.
- Reading and proctoring tests or quizzes when needed.

ESL Assistant

- Supervised by the ESL Director or Learning Resources coordinator
- Provides classroom support for ESL students in coordination with ESL faculty.
- The tutor will report in written form to teachers and keep regular posted hours convenient for students. At least two half hour blocks per week will be scheduled during the teaching day to enable communication with instructors.
- Meets with supervisor or instructors for ongoing training in the use of ESL software and web pages in order to instruct students in the use of available CALL materials in the lab.
- Responsible for cleaning - see the general cleaning instructions for classrooms on page 10.
- Maintains AV materials in the learning resources room and makes copies for teachers.

Philosophy Tutor

The philosophy tutor will be responsible to the Philosophy Program chair or a faculty member designated by the chair.

- The philosophy tutor should be available a minimum of five hours per week.

- The philosophy tutor should have a GPA of at least a 3.0 in philosophy, be a junior or senior, and have above average skills in reading.
- The philosophy tutor should model proficiency in understanding by engaging the student in philosophical discussion and by demonstrating modes of good philosophical writing for the student.

The philosophy tutor's responsibilities include:

- helping a student comprehend lectures from the classroom as well as difficult philosophy readings,
- helping the student develop proficiency in philosophical writing and thinking,
- being available to discuss outlines of student papers, clarity of thesis statements, and the overall order and paragraph transition of a given paper.

The philosophy tutor will:

- keep regular hours posted on the philosophy board outside room 209 at times convenient for students
- keep an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist
- meet regularly with the Chair of the Philosophy Program.

Since a tutor's job is to help students learn skills, techniques, and processes to become better thinkers in philosophy and not to prepare corrected papers for a teacher to grade, a tutor should not "correct," "proofread," "edit," or "fix" a paper. Moreover, the tutor should not write a student's paper, but help the student develop his writing skills.

Writing Tutor

The writing tutor(s) will be responsible to one of the writing instructors.

A writing tutor should be a junior or senior with a G.P.A of at least 3.5. He must have a good vocabulary in English and a firm understanding of the standard conventions of sentence structure, grammar, punctuation, and spelling. He should be able to articulate and apply fundamental principles of effective writing. He must have the patience and sensitivity to deal effectively with students who have difficulty articulating their needs and thoughts. He should communicate effectively with instructors for the benefit of the student.

Writing Tutors' assistance can include helping a student

- interpret an assignment
- narrow and focus a suitable topic
- phrase a workable, meaningful thesis
- plan a functional organization for a paper
- discover ideas for developing a paper's points

When a student requests help with completed drafts, a tutor should

- ensure that the student understands the professor's instructions
- make general suggestions for improving the paper's sense of audience, focus, organization, sentence structure, and diction
- provide general explanations of principles of effective sentence structure, grammar, or punctuation
- explain techniques for proofreading his own paper
- ask whether a paper is to be submitted for a student's writing portfolio

Since a tutor's job is to help students learn skills, techniques, and processes to become better writers and not to prepare corrected papers for a teacher to grade, a tutor should not "correct," "proofread," "edit," or "fix" a paper.

The tutors will

- keep regular posted hours in the library at times convenient for students
- keep an updated log of their tutoring sessions, using written forms to report regularly to all teachers whose students they assist
- meet regularly with their supervisor and participate in training based on professional essays and guidelines

VOCATION AND ADMISSIONS OFFICE

- Maintain the Vocation Office storage room in the bell tower, keep it clean and organized, neatly stack and label all material.
- Assist in mailings sent out by the office, including stuffing envelopes and stamping, and taking to the post office when needed.
- Organize and maintain the brochure shelf in the Vocation Office, keep it up to date, well stacked and neat.
- Assist Vocation Office staff or recruiters in special projects, when requested.

YARD CREW

- As needed, shovel snow, pick up trash, clean courtyard and assist in general upkeep of grounds. Empty ash boxes located in designated smoke areas.