

Mary Baldwin College Job Questionnaire

Name: _____ MBC ID #: _____

Check applicable blanks: New freshman/Transfer student PEG VWIL

Office Skills (check all that apply): Photocopying Filing Phone skills Typing Word Processing
 Data Entry PowerPoint Excel Access

Driver's license? []Y []N Will you have a car on campus? []Y []N

Foreign Language(s)? (List) _____ Proficiency(1=low, 10=high) _____

Planned Major _____ Minor _____ Career Field _____

Please list previous work experience:

Name/Type of Job	Responsibilities

Referring to the Jobs Listing below, indicate campus jobs that interest you (in order of preference):

1. _____ 2. _____ 3. _____

CAMPUS JOBS LISTING

Admissions Office	Business Office	Health Care Admin. Office	Physical Plant
Adult Degree Program	Nuthouse (Coffee House)	Health/Counseling Center	Political Science Dept.
Institutional Advancement	Communication Department	Spencer Center	President's Office
Financial Aid Office	Computer Center	Japanese Department	Support Services
Alumnae Office	Community Service Jobs	Library	Psychology Department
Art Department	Dean of College Office	Learning Skills Center	Publications
Audio/Visual Department	Dean of Students Office	Mailroom	Registrar's Office
Biology Department	Economics Department	Math Department	Security Office
Bookstore	Education Department	Masters in Teaching Office	Sociology Department
Business Department	English Department	Music Department	Theatre Department
Career Center	Faculty Offices	Physical Activities Center	VWIL Office
Chemistry Department	Dining Hall	PEG Office	VWIL Museum
Pub	Foreign Language Dept.	Physics Department	Writing Center

* **COMMUNITY SERVICE JOBS:** MBC has established jobs to provide community service in Staunton City Schools, Virginia School for the Deaf and Blind (VSDB), Historic Staunton Foundation, the Woodrow Wilson Presidential Library, and Augusta Historical Society. **These jobs are highly competitive and are usually given to upper classmen; Interviews are often required.**

* **SPENCER CENTER FOR CIVIC AND GLOBAL ENGAGEMENT:** Facilitates community service projects, service learning, international student affairs, and study abroad programs.

* Students assigned to food service jobs will receive higher pay and work fewer hours.

* **OFFICE JOBS:** May require specialized training, specific experience, specific courses completed, recommendation or approval of supervisor. General office skills are required such as typing, data entry, telephone, filing, photocopying. Some weekends may apply.

* Physical Activities Center workers may be desk monitors, office assistants, nautilus or weight training monitors, athletic trainers, statisticians, game assistants, fitness or aerobics instructors.