

**For more information and complete job descriptions, go to: www.gordon.edu/jobs**

**CURRENT JOB OPENINGS**

**FULL TIME**

**Groundskeeper – Wilson House –** Under the supervision of the Grounds Superintendent and the Director of Facilities, participates in the care and maintenance of the College campus and the “Wilson House, “to assure proper appearance and grounds safety of the campus; participates in the care of athletic fields and grounds related projects.

**Billing Assistant / Perkins –** Under the broad supervision of the Director of Student Financial Services, assists in aspects of the billing cycle and Perkins awarding to prospective, current, non-current students and their families.

**Clinical Manager –** Under the direction of the Center Director, the Clinical Manager is responsible for managing and overseeing the physical therapy services provided at the Center for Balance, Mobility and Wellness.

**Food Prep –** Under the supervision of the Director of Dining Services, participates in a service team to provide a high quality dining experience for students, employees and guests of the college.

**Web Designer –** Under direction from the Web Team Leader, supports the effectiveness and quality of Gordon’s online presence by updating and creating web content, reviewing submitted content and working with departments across campus to achieve their web goals.

**Network Systems Administrator –** Under the direction of the Director of Network and Information Systems within the Center for Technology Services (CTS) department, the Network Systems Administrator will be responsible for the campus wired and wireless network, internet access, firewalls, and devices providing network services. In partnership with the network and systems team, the Network Systems Administrator will be responsible for the planning, design, and maintenance of the campus-wide network systems, architecture, and software. An ideal candidate will be ambitious to learn and grow as part of the network and systems team, and be able to collaborate with coworkers to provide a high level of service to the Gordon College community.

**Internship Coordinator and Developer –** Under the direction of the Director of Career Services, in a one-year appointment, the internship coordinator and developer will provide specialized career development services focused on internships, co-ops and other work-learning programs and related resources in order to prepare students for exceptional opportunities and to expand the number and breadth of internships being completed annually. Builds the employer relations network and partner organizations for Gordon and contributes to recruitment programs to help prepare and connect students and recent graduates with internships, rotational programs, and professional employment at organizations worldwide.

**Human Sexuality and Relationship Educator –** Under the leadership of the Chaplain and with collaboration with the Dean of Student Care, this position is responsible for planning and overseeing educational programming on topics of human sexuality, relationships, and gender in partnership with other departments on campus.

**Gordon Police Officer** - Under the supervision of the Chief of Police, Gordon Police Officers provide public safety and law enforcement services, partner with residence life staff to enforce life and conduct standards, patrol the buildings and grounds of the campus to identify and prevent conditions and incidents hazardous to persons or property, and engage with the community to continuously improve the safety and security of the Gordon College campus and its faculty, staff, students and visitors. In keeping with the mission of the college, Gordon Police Officers strive to perform all functions with an attitude of ministry and biblical servanthood.
**PART TIME**

**Server –** Under the supervision of the director of dining services, participates in a service team to provide a high quality dining experience for students, employees and guests of the college.

**Custodian –** Under the supervision of the Custodial Service Manager, cleans and provides routine custodial maintenance in one or more assigned buildings to assure satisfactory physical appearance and cleanliness.