

Incoming Student Placement FAQ

BEFORE YOU FILL OUT THE WORK INTEREST FORM, PLEASE READ THIS INFORMATION CAREFULLY.

The LifeWorks office offers incoming students an initial job assignment as a courtesy, with the goal of helping students get a strong start in their professional development. This first position is intended to be a good fit that provides foundational, transferable career skills that students will build on throughout their time at Berry, regardless of role or major. While the specific job matters, the primary focus is on developing core skills such as communication, responsibility, teamwork, and professionalism. These transferable skills form the foundation for future growth and career exploration.

The Work Interest Form allows students to share their interests, preferences, and prior experience. LifeWorks uses this information to thoughtfully match students with available positions. While we work to align preferences when possible, the priority is placing students in roles that support skill development, belonging, and long-term success.

WHAT IF I DON'T WANT TO WORK IN THE FALL?

Even though we encourage students to jump into LifeWorks, it is not mandatory and we understand you might want to wait. If you do not fill out this form, you will not receive a job assignment. If you fill it out and choose "wait until spring" you will not be placed in the fall.

DO YOU HAVE A JOB FOR ALL OF THESE CATEGORIES?

Our work interest form is an expansive list of interests that correlate with jobs we currently or previously have had on campus. However, the opportunities for a specific job will fluctuate year to year as our supervisors have openings on their team. So please hold all your choices lightly and do not count on any specific placement for your first position. Remember, you have eight semesters to explore LifeWorks, and your first job is just the beginning.

WHY DO SOME JOBS REQUIRE AN INTERVIEW?

Students who indicate interest or experience in a handful of areas may be invited to interview. Here's examples of categories that, if you demonstrate strong interest or experience in, may result in either an interview and/or being given more information:

Animal Care=All animal unit jobs (Equine, dairy, beef, etc)

Athletic Training/First Aid=Athletic Trainer

CNA (current certification required)=Certified Nursing Assistant

Computer Hardware/Software=BITS technician

Lifeguard (current certification required)=Lifeguard

Outdoor Recreation: Berry Outdoor Leadership Development (BOLD) Staff and Outdoor Rec Staff

Recreation/Fitness Center Service: Intramural Staff and Recreation Fitness Maintenance Staff

School Support: Elementary=Berry Elementary School Assistant

School Support: Preschool=Child Development Center, Early Learning Center Assistant

Science Laboratory Support/Maintenance=Chemistry and Biology Lab Assistant

Tour Guide=Admissions Ambassador, Museum Docent

Catering/Retail Food Services=Aramark Dining (retail, coffee shops, catering)

WHEN WILL I FIND OUT MY JOB ASSIGNMENT?

Assignments are sent out by email to your vikings.berry.edu account around the middle of July.

WHAT IF I CHANGE MY MIND ABOUT WORKING?

If you change your mind after completing the form but before you receive your assignment, please contact us (lifeworks@berry.edu) and let us know. If you decide to decline your assigned job, you will need to contact us AND contact your supervisor directly and give them notice.

WHAT IF I DON'T LIKE MY JOB?

If you are having trouble with your job duties, scheduling, or other concerns, we encourage you to speak directly to your supervisor and work with them for a solution. We ask that all freshmen stay with their assigned job for a full semester, and then after the winter break they are allowed to seek another opportunity if desired. However, participation in the LifeWorks program is voluntary, so if you decide to resign we ask that you give your supervisor plenty of notice so there is not disruption to the team.

HOW MUCH WILL I BE PAID?

All incoming students begin in an entry level position and are paid \$9.25/hour.

WILL I NEED TRANSPORTATION FOR MY JOB?

We will take your answer to the question about transportation (that means both a license and a car!) to ensure that you are placed within walking distance of main campus if you do not have transportation. Most positions with our animal units require that you have an unrestricted driver's license, even if you do not have a car on campus.

CAN I WORK OFF CAMPUS WITH THE C&I PROGRAM?

For incoming student job placement, all positions are on campus except for students who work as CNAs at The Spires. For the spring semester, freshmen are also welcome to apply to off campus jobs at: Rome Tennis Center, The Spires, Aramark, and Winshape.

WHAT IF I HAVE A SPECIAL CIRCUMSTANCE?

The more information you give us, the better we can make sure to accommodate students who have unique needs. The last question of "...any other information that would help us" is a great opportunity to clearly detail anything that would be helpful for us to know.

WHAT IF I HAVE QUESTIONS NOT ANSWERED HERE?

For general questions, you can check out our [New Student Resource Center](#) page. You can also email lifeworks@berry.edu: we're here to help!