

Jobs offered at Indiana Academy

- **Assist*** – Students will work with elderly individuals in the community; they will build relationships and provide companionship. *This job is off campus and transportation is provided. TB test is required.*
- **Boy's or Girl's Dorm**
 - Receptionist – Help the deans with office work, collect mail, and answer phones. *Preference is given to dorm students. Each dorm will need one under classman, and two upper classman.*
 - Custodial – Students will be assigned tasks to maintain the cleanliness of the dormitory, including the bathrooms, hallways, laundry rooms, and lobbies.
 - Resident Assistants (RA) – Assist the deans with check, in the evenings and at various events through the week, and monitor halls during study hall. *Applications for RA are submitted to Deans.*
- **Cafeteria** – Students will be involved in cleaning kitchen area, dining room, and bathrooms. Some food prep is involved. *Preference is given to dorm students, one village student is allowed. This job involves a rotation of working weekends and during recreation.*
- **Elementary School Reader*** – Assisting elementary school teachers in grading and some one-on-one time with students. *This is an off-campus job and transportation is provided. This is a good job for students interested in becoming elementary school teachers.*
- **Cicero Farm Market** – Student labor involves helping the garden with weeding, and other basic agriculture tasks. Student will also prepare produce for sale and assist customers with sale of produce. This job is seasonal work and the student will work maintenance when the Cicero Farm Market is done for the winter. *Tasks are limited for students under 16.*
- **Front Desk** – Student is responsible for answering the main switch board in a professional manner and greeting guests as they come to campus, and directing them to the right department. They will be assigned tasks from Registrar. *Ability to speak Spanish is beneficial.*
- **Development Office** – Assistant will help with the management of donations; help prepare alumni and development events and other tasks requested by Development Director.
- **Teacher Readers** – Students will help teachers in grading homework and cleaning the classroom. *Preference is given to upperclassman and students grade in teachers specialty.*
- **Indiana Assembly and Packaging** – Students will be doing small part assembly work. Students will be required to have attention to detail and to be able to focus for 2-3 hours at a time.
- **Information Technology** – Student will assist IT department in installing, maintaining, and repairing equipment. Also, they will be responsible for the regular update of the electronic bulletin board. *Knowledge in computer hardware and software is required.*
- **Maintenance** – Student will assist in maintenance and grounds around campus. This job has a variety of tasks. Hard work and ability to follow instructions is required. Students will learn a great variety of skills. *Tasks are limited for students under 16.*
- **Maga Books*** – Students will be going door to door selling Seventh-day Adventist literature. This program is also available in the summer.
- **Music Department**
 - Custodial – Students will be keeping Music building, including chapel clean daily. Other tasks will be assigned by Music Director.
 - Office Assistant – Student will assist with organizing the music department and events, as well as other tasks assigned by Music Director.
- **Gym Custodial** – Student will be assigned tasks in maintaining the cleanliness of the gymnasium. Students should have the ability to work alone.
- **Administration Building Custodial** – Students will be assigned tasks in maintaining the cleanliness of the bathrooms, hall ways, and lobby area in the Administration Building.
- **Yearbook Editor** – Student will be in charge of designing, creating, and acquiring photos for the yearbook. *This student must be self motivated and able to meet deadlines. Must be a returning student.*

*Off campus jobs require a regular schedule. Students who have abnormal schedules are required to have an on campus job.