

Intercom deadline

The deadline for each issue of the **Intercom** is 4 P.M. Tuesday. To help us ensure the speed and accuracy of production, please use the Intercom e-mail address, intercom@messiah.edu, or the user-friendly submission form on the Intercom website at www.messiah.edu/intercom/submit.html to send in information. If you have questions, please call the office of marketing and public relations at ext. 7342.

Remembering one another

We would like to extend our sympathies to **Randall Fish**, professor of engineering, and his family on the recent death of Randy's father. Please remember Randy and his family in your prayers.

Campus people

Edward T. Arke, associate professor of communication, has been selected as a member of the advisory board for "Annual Editions: Mass Media." The panel reviews articles for content, level, currentness, and appropriateness for the editor and staff of the publication.

Steve Frank, electrical and computer engineering technician, and **Harold Underwood**, associate professor of engineering and physics, recently returned from Burkina Faso on a short-term mission trip (June 22-July 8) with a team who implemented equipment toward the goal of a Wi-Fi network and satellite internet connection in Mahadaga, where four Messiah College alumni serve as SIM missionaries on a mission station, medical clinic, and handicap center. Please wish Steve farewell as he will complete his service as a Messiah College employee on Friday, July 31, so he can pursue a graduate program in systems engineering at the Colorado School of Mines, where he and his wife Krista will be moving in August. Please also welcome **Paul Myers** who will start as the electrical/computer engineering technician beginning July 20.

Update to Employee Discount Program

James Paris, a licensed electrician and the husband of faculty member Jenell Paris, has graciously agreed to participate in Messiah's Employee Discount Program. He has done work for numerous members of the Messiah community in the past and now is offering a 10 percent discount off of the labor charge for all full electric or low voltage services. So if you need an electrician, give James a call at (717) 385-8553 or e-mail him at jpar1140@yahoo.com. Remember to check out which businesses offer Messiah employees a discount at www.messiah.edu/discounts. Direct any questions to Andrew Henry at wsadvance@messiah.edu.



- Graduate aid program openings
- ▶ **Positions available**
 - Administrative Assistant to the Agapé Center for Service and Learning
 - Grants Coordinator
 - Textbook Express Temporary Employees, Welcome Week
- ▶ **Birthdays**

Graduate aid program openings

We are pleased to announce openings in the graduate aid program for the Spring 2010 semester. The graduate aid program is designed to financially assist employees who show potential for expanded responsibilities or advancement and wish to enroll into a post baccalaureate program of study. A total of 15 employees may participate in the program at one time. Approval of applications is based on the following:

- Must be a regular, full-time employee.
- Serious consideration will be based on an employee's overall performance, potential for advancement, and long term commitment to Messiah College mission.
- Employees must have prior supervisory and vice president/provost approval.
- Employees must complete a graduate aid application. According to the agreement, an employee will receive 50 percent graduate aid up to a max of \$5,000. The remaining 50 percent will be the responsibility of the employee.
- Final decisions as to the participants in the program will be made by the director of human resources in conjunction with the vice presidents/provost.
- The program applies only to post baccalaureate programs of study.
- Programs of study must be taken at an accredited college or university.
- A copy of the program outline must accompany the graduate aid program application.

Please see the online employee manual for more details. The deadline to submit the application for graduate aid with the appropriate signature and a program outline is Thursday, Oct. 1. The Application for graduate aid can be found at www.messiah.edu/offices/hr/forms/ under "Current Employee Forms." For more information, contact Su Deitch, benefits manager, at ext. 7085 with questions.

Positions available

Administrative Assistant to the Agapé Center for Service and Learning — The Agapé Center for Service and Learning currently has an opening for the position of administrative assistant. This is a part-time position (30 hours-per-week for 40 weeks during the academic year; 15 hours-per-week for 12 weeks during the summer months). This is a band 7C position. The administrative assistant supports the director and two professional staff related to the oversight of the Agapé Center and its programs. This includes overseeing the daily operation of the Agapé Center facility and providing support for curricular and co-curricular campuswide programming. Education required is a high school diploma or equivalent; some college preferred. Also must have one to two years administrative experience; event planning experience is a plus. Other requirements include: office management skills including supervisory, administrative, and organizational skills; excellent interpersonal skills; ability to work well with diverse constituency, both on and off-campus audiences; ability to relate well to college students; proficiency in Microsoft Office; familiarity with GroupWise, Banner and Contribute software; detail oriented; and ability to work with minimal supervision. To apply, please submit a letter of interest and résumé to Messiah College, Human Resources, Box 3015, Grantham, PA or e-mail humanres@messiah.edu. (Application materials are preferred via e-mail.) A job description is available in human resources or on the College website at www.messiah.edu/offices/hr/job_opportunities/admin.html. Application materials will be reviewed upon receipt and will be accepted until the position is filled. Job-related questions should be directed to Chad Frey, director of the Agapé Center for Service and Learning, at ext. 7255.

Grants Coordinator — The department of development currently has an opening for the position of grants coordinator. This is a full-time, 12-month, administrative position. This position is responsible for coordinating, tracking, and providing follow up on grants submitted to external organizations that seek funding for various institutional priorities of the College. Education required includes a bachelor's degree, however a master's degree is preferred in humanities/social sciences. Other requirements include: one to three years of grant writing or other writing experience; excellent organization skills;

strong oral and written communication skills; solid project management and interpersonal skills; and ability to utilize various computer and web-based grant-seeking resources (preferred). To apply, please submit a résumé, letter of interest, statement of faith, and salary requirements to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail humanres@messiah.edu. (Application materials are preferred via e-mail.) Applications will be reviewed upon receipt and will be accepted until the position is filled. A job description is available in human resources or on the College website at www.messiah.edu/offices/hr/job_opportunities/admin.html. Job-related questions should be directed to Jon Stuckey, director of development, at ext. 5065.

Textbook Express Temporary Employees, Welcome Week — The Textbook Express currently has a need for temporary employees during Welcome Week. The dates and times needed are:

Thursday, Aug. 27 from 8:30 a.m. – 4:30 p.m.; 8:30 a.m. – 7 p.m.; or 4:30 p.m. – 7 p.m.

Monday, Aug. 31 from 8:30 a.m. – 4:30 p.m.

Tuesday, Sept. 1 from 8:30 a.m. to 4:30 p.m. and 12:30 – 4:30 p.m.

Wednesday, Sept. 2 from 8:30 a.m. – 4:30 p.m. or 12:30 – 4:30 p.m.

Temporary employees who have never worked for the Textbook Express must attend one of the two mandatory paid training sessions which will be held on Thursday, Aug. 20 from 2 to approximately 3:30 p.m. and Friday, August 21 from 9 to approximately 10:30 a.m. General qualifications include: good customer service skills; ability to learn quickly; ability to stand for extended periods of time; and the ability to handle high volume, high stress situations. The ability to do minimal lifting is a plus (up to 50 lbs.) but is not necessary. Previous cashier experience is a plus but is also not necessary. If interested, please complete a Messiah College General Application Form, which can be found at www.messiah.edu/offices/hr/forms/General_Empl_Appl.pdf. Applications and questions should be directed to Sharon Robinson, human resources specialist, box 3015 or srobinso@messiah.edu.

Happy birthday!



07/25: Troy Boone, Bob Brubaker

07/26: Valerie Lemmon

07/27: Dennis Hose, Mary Jane Melhorn, Deb Poplaski

07/28: Carolyn Creamer, Lisa Snyder

07/29: Jim Krimmel, Michael Miller, Garie Shoemaker

07/31: Tara Jankouskas, Norm Wilson

Announcements

Free:

Typewriter — Murray Library has a Panasonic typewriter, Model KX-E708, that is used but appears to be in working order. We have no use for this typewriter anymore, so if you would like it, it's yours! Please contact Amy James at ajames@messiah.edu if you are interested or have any questions.

Wanted:

Golf clubs — Teenage beginner golfer looking for a decent set of golf clubs to learn the sport. If you have any to donate or for a modest price, please contact kpeters@messiah.edu.

Needed:

Information — Just before lunch on Thursday, July 16, a set of old Bible quiz lights were dropped off at the Archives. Unfortunately, there was no accompanying information about the lights or the name of the person making the donation. We believe the person who brought the lights to the Archives works at Messiah. If you have any information about these lights, please call ext. 6048 or e-mail gpierce@messiah.edu.

For rent:



House — Three bedroom, 2.5 bath split-level home in the Indian Creek Development, Cumberland Valley School District. Newly remodeled kitchen with granite countertops, hard wood floors and sliding glass doors to deck. Remodeled family room (28 ft. × 14 ft.) with new drywall, carpeting, French doors leading to a 32 ft. × 12 ft. slated patio and natural wood burning fireplace. Master bedroom has walk-in closet with permanent shelving, drawers, and hanging space, and newly remodeled master bath with hardwood floors and cherry vanity sink. Formal dining room/living room with bay window. Fully-finished basement with great room, additional bedroom/storage room, and laundry room. Two-car garage. Nicely landscaped backyard with shrubs and perennials, as well as a three-tiered landscaped retaining wall in the front, and brick patio attached to the front of the home. Just off the Carlisle Pike, it is convenient to all shopping areas. Monthly rental fee is \$1,100. For additional information and inquiry, contact Rebecca at (717) 421-3993. For additional pictures of the home, please visit olviacarpenter.homesandland.com/Listing.cfm?ListingId=12711865&MagId=2191&ListingAdditionalDetail=PhotoGallery&&.

For sale:

Bed — Beautiful king-size Vaughan-Bassett Cottage Collection panel bed with top-of-the-line Tempur-Pedic deluxe mattress with Cashmere pillow-top mattress cover. Both bed and mattress are four-years-old and in excellent condition. Bed originally retailed for \$700 and mattress for over \$2,600. Will sell together or individually: bed \$300, mattress \$700. Photos available. For more information, contact bsmith@messiah.edu.

Reflection

If God gives you a watch, are you honoring him more by asking Him what time it is or by simply consulting the watch?

A.W. TOZER
American pastor