

Volume XXX, No. 1

Who is like you, O Lord, among the gods? Who is like you, majestic in holiness, awesome in splendor, doing wonders?

January 8, 2009

—EXODUS 15:11 (NRSV)

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.

Campus people

The School of Mathematics, Engineering, and Business wants to thank **Carl Erikson** for his years of faithful service as chair and leader of the engineering department. As of January 2009, he is stepping out of that position. The new engineering department chair is **Randall Fish**, who joined the Messiah family in the summer of 2008.

John Fite, fire and safety systems coordinator, recently passed the National Institute for Certification in Engineering Technologies (NICET) in Fire Protection Engineering Technology/Fire Alarm Systems. This is a tough certification to pass. He is now a certified fire alarm system inspector/installer in accordance with NFPA. Please congratulate John on this accomplishment when you see him around campus inspecting our fire systems.

Jenell Williams Paris, professor of sociology and anthropology, published an essay titled "Motherhood: Have Mercy" in the January 2009 edition of "Central Penn Parent."

Maintenance work order submission guidelines posted

See attachment at the end of this "Intercom" for complete details.



HUMAN RESOURCES

- ▶ **Positions available**
Head Men's Soccer Coach
- ▶ **Birthdays**

Head Men's Soccer Coach - The department of athletics announces an immediate opening for the position of head men's soccer coach. This is a full-time, 10 month, administrative position. The head men's soccer coach serves as the program leader for men's soccer. This position is responsible for operating a program for student-athletes which includes coaching, mentoring, and training student-athletes who are highly skilled in their sport, while striving towards Messiah athletics' twin goals of pursuing athletic excellence and developing Christian character. Education and experience requirements include a bachelor's degree; however a master's degree (in a related field) is strongly preferred. Two years of experience as a head coach at the college or high school level or three years as an assistant coach at the college level are required. Playing experience is also a requirement. Other requirements include ability to administer NCAA Division III intercollegiate program, including recruiting,

scheduling, budgeting travel, and practice plans; ability to coach, teach, and train student-athletes in skills and strategies related to competition; ability to mentor student-athletes; demonstrated knowledge and understanding of the stages of student development and the importance of a holistic education; and demonstrated commitment to continued education/professional development through presentations, publications, and serving on regional and/or national committees. Other responsibilities in the athletics department will be determined based on the successful candidate's skillset. To apply, submit a letter of interest outlining your interest in the position, a detailed résumé, statement of faith, and contact list of professional references to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail to humanres@messiah.edu. (Applications 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. For additional information about the men's soccer program, see www.messiah.edu/athletics/sports/mens_soccer/. Job-related questions should be directed to Jerry Chaplin, director of athletics, at ext. 7359 or Kris Hansen-Kieffer, dean of students, at ext. 3760. Applications are preferred by Monday, Jan. 19; however applications will be accepted until the position is filled.

Happy birthday!



01/08: Dean Curry, Julie Grier, Alece Nauck-Heisey, Carolyn Thomas

01/09: Denny Barr, George Beck, Jennifer Jacobs, Donald Pratt

01/10: : Ed Cohn, Ryan Hannigan, Dawn Isley, Pat Olson

01/12: Robert Erb, Richard Klinedinst, Sam Smith

01/13: John Fite, Vern Martin

01/14: Jenni Allen

01/15: Monika Ciesielkiewicz, David Vader

01/16: Steph Perry, Cindy Secrest

01/17: Eileen Gardner

Announcements

For sale:

Handmade greeting cards — Hundreds of handmade/hand stamped greeting cards for sale. \$2 each, six for \$5, or 15 for \$10. There are cards for all occasions and they are blank inside. Please contact lmason@bic-church.org or call ext. 5437.

For rent:

Apartment — Two-bedroom apartment with living room, dining room, kitchen, utility room, garage, and central air. Pleasant, quiet neighborhood; 10 minute walk from the College. Oil heat, sewer, and garbage fees included with the \$700 monthly rent. Call 766-4937.

Reflection

*There are two kinds of light, the glow that illuminates, and
the glare that obscures.*

JAMES THURBER

U. S. author and cartoonist

Scroll down for attachment

Maintenance Work Order Submission Guidelines

In efforts to properly track work order repair requests, it is important that work requests not be communicated directly to facility maintenance employees, either in passing, or by using personal phone extensions and personal e-mail addresses. **ALL** service requests need to be e-mailed to facility services or called into facility services so that computer generated work orders can be created. Following this procedure will help to reduce lost requests and provide the managers in facility services the ability to manage work requests more effectively.

It is important that facility service managers have the ability to properly distribute work loads for the maintenance staff and provide customer service by seeing that all requests are followed up on and documented properly.

By submitting service requests on the computer you will receive confirmation that your request was accepted and after the work is completed you will receive notice that the work was finished.

EMERGENCY REQUESTS SHOULD BE CALLED TO EXT. 6011 MONDAY – FRIDAY 7:30 A.M. UNTIL 4 P.M. AFTER HOUR EMERGENCY REQUESTS SHOULD BE CALLED TO DISPATCH AT EXT. 6005.

Two simple ways to communicate work request:

Staff with access to a computer

1. Double click on the “Maintenance Work Order” icon on your computer screen.

The TO: field will automatically populate with the e-mail address of the service request. The FROM: field will also automatically populate with the e-mail address of the sender.

2. TAB four times. Enter Building (Example: Old Main, Jordon, Fry, Hoffman, etc.)

Note DO NOT fill in the LOCATION ID field. Leave this field blank.

3. Tab one time. Enter “Area” (Example: Room Number). Only enter the room #, words and/or symbols are not needed. Room numbers can be seen either on a plate next to the door, or the white tab on the door frame above the door.

Note: Only enter one room number in the area. If you have multiple room numbers, please put those in the request.

4. Tab two times. Enter "Action Requested." (Example: Type of problem or corrective action needed. The TAG field does not need to be filled in.
5. Click the "SEND MAIL" button at the bottom of the form to send the request to the designated service request mailbox.

A message "Mail has been sent" will be displayed at the bottom of the form next to the "SEND MAIL" button once the request has been sent successfully. The information from the request will remain on the form.

6. Click the "CLEAR" button to remove the information from the previous work request. All information except the e-mail addresses in the TO: and FROM: fields will be cleared.
7. Repeat the above steps one through six to send additional requests.
8. Click the "EXIT" button to quit the application.

Staff without computer access

1. Call ext. **6011**.
2. Very important information needed when calling facility maintenance:
 1. Your name and phone extension.
 2. Building. (i.e. Fry, Kline/Jordon, ECC, Hoffman Etc.)
 3. Room number.
 4. Corrective action requested.

Note: It is important that all of the information requested through either the "Service Request" computer icon or by calling extension 6011 be as detailed as possible.

All housekeeping requests need to be directed to campus events by calling Denise Blackley at ext. 7145, or Scott Zeigler at ext. 2940