

COLLECTIVE BARGAINING AGREEMENT

between

GRINNELL COLLEGE

and

UNION OF GRINNELL STUDENT DINING WORKERS

DRAFT

TABLE OF CONTENTS

ARTICLE 1—RECOGNITION

1.1 Exclusive Representative.

ARTICLE 2—GENERAL DEFINITIONS

2.1 Agreement Definition.

2.2 Student Worker Definition.

2.3 Employee Definition.

2.4 Workplaces Definition.

ARTICLE 3—COLLEGE AND UNION RIGHTS AND RESPONSIBILITIES

3.1 Students First.

3.2 Mutual Responsibility.

3.3 College Rights.

3.4 Non-Discrimination.

3.5 Union Communications.

3.6 No Strike, No Lockout.

3.7 Union Management Committee.

ARTICLE 4—JUST CAUSE

4.1 Just Cause.

4.2 Just Cause: Progressive Discipline.

4.3 Just Cause: Immediate Termination.

4.4 Union Presence.

4.5 Notice of Discipline.

4.6 Academic Positions Definition.

4.7 Academic Freedom.

4.8 Removal From Academic Positions.

4.9 Contesting Removal From Academic Positions.

4.10 Service Leadership Work Study.

ARTICLE 5—UNION SECURITY AND DUES

5.1 Student Worker Roster.

5.2 Notifications.

5.3 FERPA Waiver.

5.4 Employee Orientation.

5.5 Early Return.

5.6 Bulletin Boards.

5.7 Mailbox.

5.8 Scheduled Meetings.

5.9 Union Access to Campus.

5.10 Dues Check-Off.

ARTICLE 6—WAGES

6.1 Pay Categories.

6.2 Community Assistants.

6.3 Coverage.

ARTICLE 7—GRIEVANCES

7.1 Grievance Definition.

7.2 Grievant Definition.

7.3 Working Days Definition.

7.4 Grievance Procedure.

7.5 Grievance Timing.

7.6 Arbitration.

7.7 Arbitrator Authority.

7.8 Arbitrator Costs.

ARTICLE 8—Health, Safety, and Breaks

8.1 Work Rules.

8.2 General Training.

8.3 Workplace Specific Training.

8.4 Rest Periods.

8.5 Maximum Hours.

8.6 Accessibility.

ARTICLE 9—TERM

9.1 Term.

Appendix A

Appendix B

Appendix C

ARTICLE 1—RECOGNITION

1.1 Exclusive Representative. Grinnell College (the “College”) recognizes the Union of Student Dining Workers (the “Union”) as the exclusive representative of all student workers of the College. The term “Student Workers” shall include all degree-seeking individuals who are, during the life of this Collective Bargaining Agreement, simultaneously (1) enrolled as undergraduate students, full-time or part-time, at Grinnell College and (2) employed by Grinnell College. The term “Student Workers” shall not include (1) students whose sole employment relationship with Grinnell College is an internship, research fellowship, Mentored Advanced Project, or an equivalent relationship, such as externally grant-funded positions, and guards and supervisors as defined in the National Labor Relations Act, as amended.

ARTICLE 2—GENERAL DEFINITIONS

2.1 Agreement Definition. For the purposes of the present Collective Bargaining Agreement, the term “Agreement” shall refer to this Collective Bargaining Agreement in its entirety, including all appendices and encompassing any subsequent amendments executed by the College and the Union.

2.2 Student Worker Definition. For the purposes of this Agreement, the term “Student Worker” shall be defined as set forth in Article 1.1. A comprehensive list of positions encompassed by the term “Student Worker” is set forth in Appendix A.

2.3 Employee Definition. For the purposes of this Agreement, the term “Employee” shall be defined identically to the term “Student Worker” as set forth in Article 1.1, Article 2.2, and Appendix A. As such, the terms “Employee” and “Student Worker” may be used interchangeably throughout the Agreement.

2.4 Workplaces Definition. For the purposes of this Agreement, the term “Workplaces” shall be defined as the locations where student workers regularly perform tasks, jobs, and projects at Grinnell College pursuant to their obligations as employees of Grinnell College. The term “Workplaces” shall be limited to the locations identified in Appendix B.

ARTICLE 3—COLLEGE AND UNION RIGHTS AND RESPONSIBILITIES

3.1 Students First. The College and Union agree that the student workers covered by this Agreement are, first and foremost, students. The advancement of the educational goals of the student workers and the efficient operation of the College are the mutual obligations of the parties. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes.

3.2 Mutual Responsibility. The College and Union agree that they will treat each other with mutual respect and dignity. Members of the College Community shall have the right to express their views concerning the terms and conditions of employment consistent with Grinnell College's policies (including but not limited to Grinnell College's Student Handbook, Staff Handbook, and Faculty Handbook), the National Labor Relations Act ("NLRA"), the Family Educational Rights and Privacy Act ("FERPA"), financial aid regulations, privacy regulations, and other state and federal laws and regulations.

3.3 College Rights. Subject only to the terms of this Agreement, the College maintains the absolute right to carry out the educational mission of the institution. The College shall be the sole judge of all matters pertaining to student employment including the location and scheduling of such employment, the assignment and selection process, making and enforcing reasonable rules concerning safety, health, and the preservation of the educational experience, academic freedom and the contracting out of work. The College and Union agree to cooperate to ensure that this Agreement is administered in such a manner as to ensure and safeguard the dignity and safety of the entire Grinnell College community.

3.4 Non-Discrimination. The College and the Union mutually agree they shall not discriminate against any student employee based upon membership or non-membership in the Union or on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

3.5 Union Communications. The Union shall not engage in public communications that attack, defame (through libel or slander), or otherwise target individual members of the College Community or their reputations. Neither shall the Union engage in public communications that are scandalous, vulgar, demeaning, libelous, scurrilous, prohibited by the Student Handbook or Student Employment Handbook, or detrimental to relationship between the College and its students.

3.6 No Strike, No Lockout. During the terms of this Agreement, the employees, the Union, and the College agree that there will be no strikes, slow-downs, work stoppages or interruptions, or picketing. There also shall be no lockout by or against the Union, the student employees covered by this Agreement or the College. Any employee participating in such conduct is subject to discipline and may be discharged from their position for such participation.

3.7 Union Management Committee. Upon the written request of either party, the College and the Union shall convene the Union Management Committee (the "UMC") to meet to

discuss workplace conditions and any other matters that arise in the administration of this Agreement.

ARTICLE 4—JUST CAUSE

4.1 Just Cause. Student workers shall not be disciplined or discharged without just cause. Just cause shall be assessed based upon the seven generally recognized elements of notice, reasonableness, investigation fairness, proof, consistency and appropriateness of discipline taking into account all of the circumstances of the matter.

4.2 Just Cause: Progressive Discipline. Except as set forth in Article 4.3, the College will employ progressive discipline. Student workers will receive one oral and one written warning before discharge. A student worker may request a disciplinary meeting with the Office of Student Employment after receiving a written warning. A student worker may request to have a union representative or workplace steward present at the meeting.

4.3 Just Cause: Immediate Termination. The following shall constitute just cause for immediate termination without progressive discipline: (1) Falsification of employment application, time card or other College records; (2) Carelessness or lack of attention that results in injury to property, person, or public relations; (3) Theft, assault, or any other criminal act; (4) Harassment of others; (5) Violation of the College's Title IX, non-discrimination, or confidentiality policies; and (6) Refusal to perform assigned duties.

4.4 Union Presence. Student workers may request the presence of a union steward during any formal investigative interview that may result in discipline or discharge. The College agrees to remind student workers of this right before any such formal disciplinary meeting. Student workers have the right to not have a union steward present, but may instead have a support person who is a current Grinnell College employee or student be present.

4.5 Notice of Discipline. Student workers retain the right to provide or withhold notice to the Union of any progressive disciplinary action taken against them pursuant to Article 4.2. Student workers retain the right to provide or withhold notice to the Union of any disciplinary action taken against them pursuant to Article 4.2, subject to the limitations provided in Article 5.2 and Article 5.3.

4.6 Academic Positions Definition. For purposes of this Agreement, Academic Positions shall be defined as all (1) Course Assistant, (2) Lab Assistant, (3) Teaching Assistant, (4) Mentor and (5) Research Assistant positions held by student workers.

4.7 Academic Freedom. Based upon fundamentals of academic freedom, Article 4.2 and Article 7 shall not apply to Academic Positions. All provisions of this Agreement other than Article 4.2 and Article 7 shall apply to Academic Positions.

4.8 Removal From Academic Positions. Any staff or faculty member of the College supervising a student worker in an Academic Position may remove that student worker from their Academic Position if the supervisor can articulate a legitimate interest for the removal rationally related to academic freedom. In the event that a student in an Academic Position is removed from their Academic Position, they shall be offered severance pay. This severance pay shall be the lesser of the following: (1) an amount equal to the income which would be earned by the Academic Position during the relevant semester, had the student worker not been removed, prorated in accordance with the number of days remaining in the semester or (2) an amount equal to twenty hours of wages at current base pay.

4.9 Contesting Removal From Academic Positions. Any student worker removed from an Academic Position may contest their removal by submitting a written complaint to the relevant Department Chair within ten (10) days of removal. If a student worker contests removal, the Department Chair will apply a rational basis standard to determine whether the supervisor who removed the student worker can articulate a legitimate interest for the removal rationally related to academic freedom. If the Department Chair determines the removal is not supported by a rational basis, the student worker shall be reinstated. If the Department Chair determines the removal is supported by a rational basis, the student worker may appeal the decision to the Dean of the College. If the Dean of the College determines the removal is not supported by a rational basis, the student worker shall be reinstated.

If the student worker contests removal from an academic position and is not reinstated by a finding of either the Department Chair or the Dean of the College, the student worker shall not be eligible to receive severance pay.

4.10 Service Leadership Work Study. The Service-Leadership Work Study (“SLWS”) Program is supported by the Center for Careers, Life, and Service at Grinnell College and is designed to create reciprocal relationships between Grinnell community organizations, community members, and Grinnell College students through collaborative service-learning and action. SLWS students are hired by Grinnell College to serve in capacity building service positions that support efforts to improve the wellbeing of our larger community. Students apply to the program and are interviewed and selected by non-profit or governmental community partner host organizations and after being hired by the College, serve at their host site. As per federal regulations, SLWS positions are specifically designed in a manner that does not replace work that would otherwise be done by paid community employees, but rather would be the purview of a volunteer. Both parties recognize that students choosing to participate in Service

Leadership Work Study positions are volunteers within the host organizations and subject to the terms and conditions of the host organization's volunteer policies and the SLWS Memorandum of Understanding.

All provisions of this Agreement other than Articles 4.2 and Article 7 shall apply to these positions.

4.11 Student Government Association. As the elected representatives of the entire student body, the Student Government Association ("SGA") is comprised to serve and represent every student at Grinnell College. SGA is bound by the Articles of its Constitution. SGA representatives are not hired or terminated but elected and impeached within the process outlined in the SGA Constitution.

All provisions of this Agreement other than Articles 4.2 and Article 7 shall apply to these positions.

ARTICLE 5—UNION SECURITY AND DUES

5.1 Student Worker Roster. The parties recognize that to fulfill its obligation to represent student workers under this Agreement, the Union should have access to the names and contact information of student workers covered by this Agreement. The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.2 Notifications. Each week, the College shall provide a spreadsheet report of all new hires and terminations. This report shall include the student workers' names, e-mail addresses, phone numbers, and dates of hire or termination. Each semester, the College shall provide a spreadsheet report listing all student workers covered under the Agreement. Such report shall include the workers' names, e-mail addresses, phone numbers, and job classifications. The parties recognize and agree that student workers may choose to keep their contact information confidential pursuant to FERPA and Section 5.3 of this Agreement.

5.3 FERPA Waiver. All new student workers shall be required to complete a FERPA Waiver request form, set forth in Appendix C, as a part of their employment onboarding affirming or denying the Union access to their educational records. Student workers retain the right to rescind the waiver at any time through formal written notice to the College's Office of the Registrar.

5.4 Employee Orientation. All new student workers shall be provided electronically with a copy of this Agreement. All job postings for positions in the bargaining unit will indicate

that such positions are union jobs and include a link to the Union's website. The Union will be solely responsible for organizing their own recruiting efforts.

5.5 Early Return. The College shall allow up to two (2) Union representatives to return to campus at the beginning of New Student Orientation. Union members returning early will be assessed a pro-rated room and board charge based upon the date of their arrival if services are required. The Union will be solely responsible for organizing their own recruiting efforts.

5.6 Bulletin Boards. The College shall furnish one bulletin board in each of the following buildings: Grinnell College Golf Course; Field House; Bear Recreation and Athletic Center; Osgood Natatorium; Darby Gym; Black Cultural Center; Harris Center; Center for Religion Spirituality and Social Justice; Rosenfield Center; Humanities & Social Studies Center; Admission and Student Financial Services; Macy House; Center for Careers, Life and Service; Bucksbaum Arts Center; Burling Library; Forum; Noyce Science Center; Mears Cottage; Herrick Chapel; Steiner Hall; Goodnow Hall; Old Glove Factory; Grinnell House; Preschool Lab; and 821 5th Ave. These bulletin boards shall be placed in a prominent location.

Bulletin board notices shall be restricted to the following: a) notices of union recreational and social affairs; b) notices of union elections; c) notices of union appointments and results of union elections; d) notices of union meetings; e) other notices concerning union affairs which are not political or individually demeaning in nature. The Union shall remove from the bulletin board, upon the written request of the College, any material which in the College's judgment is libelous, scurrilous or detrimental to relationship between the College and its students. The Union agrees it will not engage in general distribution, or posting by employees, of pamphlets, advertising or political matters.

5.7 Mailbox. The Union will be provided with a mailbox in the college mail room.

5.8 Scheduled Meetings. The Union may reserve space to meet on campus in accordance with the College's policies for outside organizations and groups.

5.9 Union Access to Campus. Where in the opinion of the College, it is reasonable and necessary for a union agent to be given access to a portion of the campus not generally accessible to students to investigate a previously filed grievance, such union agent or representatives shall first secure written permission from the College and then shall obtain a mutually satisfactory date and time for the visit. A representative of the College will accompany the union agent on any such visit.

5.10 Dues Check-Off. Each month the College agrees to deduct uniform dues from the paycheck of those covered employees whose individual written unrevoked authorizations are on

file with the College. Dues deducted shall be remitted to the Union as soon as possible, but no later by the end of each month dependent on the payroll schedule. Accompanying each remittance shall be a spreadsheet report of employees from whose wages deductions were made.

ARTICLE 6—WAGES

6.1 Pay Categories. Pay categories shall be assigned to each student-union position on campus to provide consistency and equity for similar work across similarly situated campus jobs. Grinnell College’s starting student worker wages are Level I \$10.75 and Level II \$12.50.

	2023- 2024	2024- 2025	2025- 2026	2026- 2027
Level I	\$10.75	\$10.97	\$11.18	\$11.41
Level II	\$12.50	\$12.75	\$13.01	\$13.27

At the commencement of the finalized bargaining contract all students will be migrated to the appropriate base wage. Each academic year following the initial contract period, student workers in good standing (were not suspended or terminated from a position within the current or prior academic year) will receive a 2% wage increase, contingent upon an equal or higher across the board wage increase being awarded to non-student employees. In the case of a less than 2% wage increase to non-student employees, student workers will be awarded the equivalent increase, not to exceed 2% per academic year.

Level I: Positions that require minimal training normally provided by department (i.e., filing, answering telephones, providing service to others). Duties are often of a routine nature, requires more direct supervision, and minimal training or experience is required.

Basic skills may be acquired through on the job training. Responsibilities may require basic organizational or technical knowledge, operation of simple equipment or performing repeating tasks.

Level II: Positions that require a combination of comprehensive training, acquired basic scientific or technical knowledge, and analytical, and/or significant physical demands. Duties are varied and less routine and involve a moderate degree of responsibility and judgement. Requires previous knowledge or skill and/or equivalent experience or training.

Positions considered by the college to be hard to fill, that are deemed hard to fill and/or supervisory. May perform specialized work. Also requires some developed skills such as operation of more technical knowledge, operation, and accountability for more complex office equipment, composition, or significant interaction with the public. May require minimal

supervision. Examples include academic programs, registrar, bookstore, admission tour guide, athletic trainer, craft workshop, library specialty coordinator, community assistant, computer user consultant, and annual giving specialist. All dining positions are assigned to Level II.

6.2 Community Assistants. Community Assistants may choose to be compensated through the Level II hourly wages outlined above, or through the receipt of a room grant equaling the total cost of room for the academic year.

6.3 Coverage. The College shall not revise or amend the manner in which student workers are compensated for the sole purpose of avoiding coverage under this Agreement.

ARTICLE 7—GRIEVANCES

7.1 Grievance Definition. For the purposes of this Agreement, a “Grievance” is defined as a written dispute, claim or complaint arising under this Agreement and filed by a grievant. Grievances are limited to matters of interpretation or application of the express, material provisions of this Agreement.

7.2 Grievant Definition. For the purposes of this Agreement, a “Grievant” is defined as an individual filing a grievance pursuant to this Article. The term “Grievant” is limited to (1) student workers adversely affected by an alleged violation of a provision of this Agreement and (2) Union representatives asserting a grievance on the behalf of a student worker adversely affected by an alleged violation of a provision of this Agreement.

7.3 Working Days Definition. For the purposes of this Article, “Working Days” shall be defined as all weekdays in which classes occur at the College.

7.4 Grievance Procedure. The parties shall adhere to the following four-step grievance procedure:

Step One: The grievant shall raise the concern with the relevant student worker’s supervisor within ten (10) working days after knowledge of the action that allegedly violated the contract. The supervisor or a designee shall respond to the grievant within ten (10) working days.

Step Two: If the matter is not resolved at Step One, the grievant may reduce the grievance to writing and present the grievance to the Student Employment Office within ten (10) working days. The Student Employment Office shall respond to the grievant within ten (10) working days.

Step Three: If the matter is not resolved in Step Two, the grievant may present the grievance to the Vice President of Human Resources within ten (10) working days. The Vice President of Human Resources or her designee shall respond to the grievant within ten (10) working days.

Step Four: If the grievance is not resolved at Step Three, the grievant may submit the grievance to binding arbitration as set forth in Articles 7.6-7.8.

If the grievance involves a termination, the grievance process may begin at Step Two. In such a case, the matter must be presented to the Student Employment Office within ten (10) working days after knowledge of the action that allegedly violated the contract. Back pay may only be awarded as a remedy for an unfair termination grievance for shifts missed between the date the grievance is filed and the date the grievance is resolved.

7.5 Grievance Timing. No grievance shall be raised based on facts or events that have occurred more than ten (10) working days before the grievant initiates Step One of the process. A grievant's failure to raise a grievance or to progress the grievance pursuant to the deadlines established in Article 7.2 shall constitute waiver of the grievance.

7.6 Arbitration. Within seven (7) calendar days following conclusion of Step 3 of the grievance procedure established in Article 7.4, the grievant shall request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. Within seven (7) days following receipt of the list of arbitrators, the parties shall alternately strike names from the list to select a single arbitrator.

7.7 Arbitrator Authority. The arbitrator shall have no power to add to or subtract from or modify any of the terms of this Agreement. The arbitrator shall have no power to establish wage rates or to rule on the proper assignment of work by the College.

7.8 Arbitrator Costs. The expenses of the arbitration shall be paid by the party against whom the arbitrator decides. Each party shall make arrangements for and pay the expenses of witnesses which are called by them. No student worker shall be paid for time spent participating in the arbitration process. It shall be the obligation of the arbitrator to issue a written ruling within 20 days after an arbitration hearing. There shall be no appeal from an arbitrator's decision. It shall be final and binding on the union, on all bargaining union student workers and on the College.

ARTICLE 8—Health, Safety, and Breaks

8.1 Work Rules. The College shall establish and maintain a Student Employee Handbook containing work rules applicable to all student workers. The College shall also establish Workplace Rules applicable to specific workplaces.

The Union shall be given reasonable notice of change to any material work rules, except that any academic, Title VII, and Title IX related information may not be shared with the Union. For purposes of this Section, "work rules" includes rules regarding attendance, performance, and operational procedures and policies. This provision shall not limit the College's ability to immediately implement or modify work rules related to safety and health.

8.2 General Training. All employees shall be given annually at least one (1) hour of paid general training at the applicable Level 1 wage, as set forth in Article 6.1, before they begin regular employment. This general training will include instructions on time entry and the Student Employee Handbook. An employee shall not receive this general training until the employee's onboarding paperwork has been completed.

8.3 Workplace Specific Training. All employees shall receive training specific to their workplace as governed by their respective workplace rules.

8.4 Rest Periods. Fifteen (15) minutes paid rest periods for each four hours of consecutive hours worked within a single workday will be scheduled for all employees.

8.5 Maximum Hours. During the academic year, student workers may work no more than twenty (20) hours per week. A cap of forty (40) hours per week exists during break and summer periods.

8.6 Accessibility. The College will provide reasonable accommodations to any employee with a temporary or long-term disability which prevents them from performing the essential functions of their normal assigned duties. Any student worker seeking reasonable accommodations must provide notice to the College's Disabilities Resource Office.

ARTICLE 9—TERM

9.1 Term. This Agreement shall commence xxxxxx and shall continue in full force and effect until midnight xxxxxx when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than 105 nor more than 135 days prior to xxxxxx. In any event, this Agreement shall not be extended beyond xxxxxx except by written consent of the parties.

Appendix A

The following position are comprehensive of all positions encompassed by the term “Student Worker” as defined in Articles 1.1 and 2.1:

1. Ambassador
2. Attendant/Monitor
3. Community Advisor
4. Content Creator
5. Coordinator
6. Course Assistant
7. Event Staff
8. Grader
9. Lab Assistant
10. Leader
11. Lifeguard
12. Mentor
13. Office Assistant
14. Overnight Stay Coordinator
15. Research Assistant
16. Service Leadership Work Study
17. Student Supervisor
18. Support Assistant
19. Technical Assistant
20. Tutor

Appendix B

The following locations are comprehensive of the term “Workplaces” as defined in Article 2.3:

1. Administrative Units

a. Accounting

- i. Accounting Accounts Payable Office Assistant

b. Admission

- i. Admission Ambassador
- ii. Admission International Student Ambassador
- iii. Admission Marketing Intern
- iv. Admission Multicultural Recruitment Ambassador
- v. Admission Office Assistant
- vi. Admission Overnight Host Coordinator
- vii. Admission Tour Guide / Summer Intern Ambassador

c. Analytic Sup. & Inst. Research

- i. Analytic Sup. & Inst. Research Research Assistant

d. Athletics

- i. Athletics Track and Field Recruiting Coordinator
- ii. Athletics Athletic Training Support Assistant
- iii. Athletics Bear Ctr Attendant/Monitor
- iv. Athletics Concessions Coordinator
- v. Athletics Cross Country Coordinator
- vi. Athletics Cross Country/Track Social Media Intern
- vii. Athletics Equipment Room STUDENT Supervisor
- viii. Athletics Event Staff
- ix. Athletics Event Student Supervisor
- x. Athletics Football Support Assistant
- xi. Athletics Health and Wellness Research Assistant
- xii. Athletics Main Office Ste Technical Assistant
- xiii. Athletics Press Box STUDENT Supervisor
- xiv. Athletics Racket Stringing Support Assistant
- xv. Athletics Swimming and Diving Coordinator
- xvi. Athletics Varsity Team Manager Support Assistant
- xvii. Athletics Welcome Desk Attendant/Monitor
- xviii. Athletics Welcome Desk Student Supervisor

e. Bookstore

- i. Bookstore Cashier Support Assistant
- ii. Bookstore Retail Support Assistant

iii. Bookstore Textbook Support Assistant

f. Campus Safety

- i. Campus Safety Dispatch Ctr Student Supervisor
- ii. Campus Safety Dispatch Ctr Technical Assistant
- iii. Campus Safety Student Patrol Attendant/Monitor
- iv. Campus Safety Student Patrol Student Supervisor

g. Careers, Life, and Service

- i. Careers, Life & Service Grinnell Prize Research Asst
- ii. Careers, Life and Service Law Community Intern
- iii. Careers, Life and Service Stem Career Community Intern
- iv. Careers, Life, and Service Business & Finance Career Community
- v. Careers, Life, and Service Communications Technical Assistant
- vi. Careers, Life, and Service Digital Media Intern
- vii. Careers, Life, and Service Guest Relations Office Assistant
- viii. Careers, Life, and Service Health Career Community Intern
- ix. Careers, Life, and Service Health Professions Leader
- x. CLS Arts, Media and Communications Career Community Intern
- xi. CLS Education Professions Career Community Intern
- xii. CLS Employer Engagement Support Assistant
- xiii. CLS Government & Social Service Career Community Intern
- xiv. CLS Grinnell Prize Research Assistant
- xv. CLS Grinnell Prize Student Supervisor
- xvi. CLS Peer Ambassador
- xvii. CLS Podcast Technical Assistant
- xviii. Cls Service & Social Innovation Coordinator
- xix. CLS Service & Social Innovation Service Leadership Work Study
- xx. CLS Service & Social Innovation Student Supervisor
- xxi. CLS Service and Social Innovation Lead Research Assistant
- xxii. CLS Service and Social Innovation Research Assistant
- xxiii. Service Learning

h. Community Partnerships, Planning and Research

- i. Comm Enh & Eng Office Asst
- ii. Comm. Enhancement & Engagement Ignite Leader
- iii. Comm. Enhancement & Engagement Support Assistant
- iv. Community Enhancement & Engagement Americorps Supp Asst

i. Communications and Marketing

- i. Communications /Marketing Content Producer Intern
- ii. Communications/Marketing Photography Intern
- iii. Communications/Marketing Videography Intern

j. Conference Operations & Events

- i. Conf Operations & Events Met Opera Event Staff
- ii. Conf Operations & Events Office Assistant
- iii. Conference Operations & Events Commencement Event Staff
- iv. Conference Operations & Events Event Staff
- v. Conference Operations & Events Office Assistant Office Assis

k. Corp. Foundation. & Government Relations

- i. Corp. Found. & Gov't Rel. Office Assistant
- ii. Corp. Found. & Gov't Rel. Research Assistant

l. CRSSJ

- i. CRSSJ Chalutzim/Shabbat Coordinator
- ii. CRSSJ Community Meal Leader
- iii. CRSSJ Community Meal Summer Leader
- iv. CRSSJ Lending Library Student Supervisor
- v. CRSSJ Lending Library Support Assistant
- vi. CRSSJ Office Assistant

m. Development & Alumni Relations

- i. DAR Coordinator
- ii. DAR Regional Networks Intern
- iii. Dar Reunion Event Staff
- iv. DAR Senior Class Gift Ambassador
- v. DAR Student Engagement Ambassador
- vi. Dar Support Assistant
- vii. Development & Alumni Relations Annual Giving Summer Intern
- viii. Development & Alumni Relations Annual Giving Support Assistant
- ix. Development & Alumni Relations Class Ambassador
- x. Development & Alumni Relations Multicultural Archive Researcher
- xi. Development & Alumni Relations Office Support Assistant
- xii. Development & Alumni Relations Operations Research Assistant
- xiii. Development & Alumni Relations Operations Technical Assistant
- xiv. Development & Alumni Relations Phonathon Intern
- xv. Development & Alumni Relations Phonathon Leader
- xvi. Development & Alumni Relations Phonathon Support Assistant
- xvii. Development & Alumni Relations Reunion A/V Coordinator
- xviii. Development & Alumni Relations Reunion Advance Coordinator
- xix. Development & Alumni Relations Reunion Ambassador
- xx. Development & Alumni Relations Reunion Ambassador Coordinator
- xxi. Development & Alumni Relations Reunion Housing Coordinator
- xxii. Development & Alumni Relations Reunion Leader
- xxiii. Development & Alumni Relations Reunion Registration Coordinator
- xxiv. Development & Alumni Relations Reunion Support Assistant

- xxv. Development & Alumni Relations Reunion Transportation Coordinator
- xxvi. Development & Alumni Relations Summer Intern
- xxvii. Development and Alumni Relations Support Assistant
- n. Dining Services**
 - i. Dining Services Marketplace Support Assistant
- o. Diversity, Equity and Inclusion**
- p. Facilities Management**
 - i. Facilities Management Communication Sustainability Coordinator
 - ii. Facilities Management Compost Coordinator
 - iii. Facilities Management Coordinator
 - iv. Facilities Management Energy Sustainability Coordinator
 - v. Facilities Management Food Sustainability Coordinator
 - vi. Facilities Management Land Steward Coordinator
 - vii. Facilities Management Recycling Coordinator
 - viii. Facilities Management Sustainability Committee Research Asst
 - ix. Facilities Management Transportation Sustainability Coordinator
 - x. Facilities Management Water Sustainability Coordinator
- q. Faulconer Gallery**
 - i. Grinnell College Museum of Art Coordinator
 - ii. Grinnell College Museum of Art Gallery Guide Attendant/Monit
 - iii. Grinnell College Museum of Art Museum Promotions Intern
 - iv. Grinnell College Museum of Art Office Assistant
 - v. Grinnell College Museum of Art Outreach Intern
 - vi. Grinnell College Museum of Art Print and Drawing Study Room
 - vii. Grinnell College Museum of Art Research Assistant
- r. Financial Aid**
 - i. Financial Aid Office Assistant
- s. Golf Course**
 - i. Golf Course Support Assistant
- t. Human Resources**
 - i. Human Resources Technical Assistant
- u. Information Technology Service**
 - i. ITS Appdev Product Leader
 - ii. ITS Business Operations Leader
 - iii. ITS Junior Appdev Technical Assistant
 - iv. Its Network Services Technical Assistant
 - v. ITS Senior Appdev Technical Assistant
 - vi. ITS Services Desk Technical Assistant
 - vii. ITS Systems Engineering Technical Assistant
 - viii. ITS Technology Services Desk Leader

- ix. ITS Training Technical Assistant
- v. Institute for Global Engagement**
 - i. IGE Global Kitchen Leader
 - ii. IGE Glp Global Envoy Mentor
 - iii. IGE Mentor
 - iv. Institute for Global Engagement Global Envoy Mentor Trainee
- w. Mail Services**
 - i. Mail Services Support Assistant
 - ii. Mail Services Technical Assistant
- x. Office of Investments**
 - i. Office of Investments Intern
- y. President**
 - i. 2nd Year Retreat Support Assistant
- z. Registrar**
 - i. Registrar Office Assistant
- aa. Student Affairs**
 - i. Intercultural Affairs Black Cultural Ctr Coordinator
 - ii. Intercultural Affairs Curriculum Intern Intern
 - iii. Intercultural Affairs Marketing Intern Intern
 - iv. Intercultural Affairs Mlc Ambassador
 - v. Intercultural Affairs Pcpop Intern
 - vi. Intercultural Affairs Pcpop Mentor
 - vii. Intercultural Affairs Pcpop Support Assistant
 - viii. Intercultural Affairs Src Coordinator
 - ix. International Student Affairs Intern
 - x. International Student Affairs Ipop Mentor
 - xi. International Student Affairs Support Assistant
 - xii. Student Affairs Aceso Coordinator
 - xiii. Student Affairs Aceso Event Staff
 - xiv. Student Affairs Aceso Outreach Coordinator
 - xv. Student Affairs Aceso Student Supervisor
 - xvi. Student Affairs Community Advisor Mentor
 - xvii. Student Affairs Connecting Grinnellians Coordinator
 - xviii. Student Affairs Craft Workshop Leader
 - xix. Student Affairs Craft Workshop Technical Assistant
 - xx. Student Affairs Harm Reduction/Student Activities Event Staff
 - xxi. Student Affairs Harris Ctr Event Staff
 - xxii. Student Affairs Jrc Event Staff
 - xxiii. Student Affairs Leader
 - xxiv. Student Affairs New Student Orientation Ambassador

- xxv. Student Affairs New Student Orientation Coordinator
- xxvi. Student Affairs New Student Orientation Support Assistant
- xxvii. Student Affairs Programming Leader
- xxviii. Student Affairs Shaw Mentor
- xxix. Student Affairs Stonewall Resource Ctr Coordinator
- xxx. Student Affairs Weekend Coordinator
- xxxi. Student Programming Coordinator
- xxxii. Community Assistant

bb. Student Health & Wellness

- i. Shaw Shic Administrator Ambassador
- ii. Shaw Shic Peer Educator Ambassador
- iii. Shaw Shic Student Staff
- iv. Shaw Testing Clinic Technical Assistant
- v. Student Health and Wellness Student Driver Support Assistant
- vi. Student Health and Wellness Wellness Lounge Leader

2. Academic Units

a. Anthropology

- i. Anthropology Grader
- ii. Anthropology Mellon Grant Research Assistant
- iii. Anthropology Office Assistant
- iv. Anthropology Research Assistant
- v. Anthropology Technical Assistant

b. Art and Art History

- i. Art and Art History Ceramics Course Assistant
- ii. Art and Art History Digital Media Lab Technical Assistant
- iii. Art and Art History Film and Media Studies Tech Asst
- iv. Art and Art History Life Drawing Coordinator
- v. Art and Art History Painting Course Assistant
- vi. Art and Art History Print Media Course Assistant
- vii. Art and Art History Research Assistant
- viii. Art and Art History Sculpture and Welding Course Assistant
- ix. Art and Art History Sculpture Technical Assistant
- x. Art and Art History Studio Art Technical Assistant
- xi. Art and Art History Video/Digital Media Course Assistant

c. Biology

- i. Biology Cera Lab Assistant
- ii. Biology Cera- Summer Restoration Intern
- iii. Biology Greenhouse Summer Technical Assistant
- iv. Biology Greenhouse Technical Assistant

- v. Biology Lab Technical Assistant
- vi. Biology Leader
- vii. Biology Mycology Lab Assistant
- viii. Biology Research Assistant
- ix. Biology Stockroom Technical Assistant

d. Chemistry

- i. Chemistry Course Assistant
- ii. Chemistry Grader
- iii. Chemistry Lab Assistant
- iv. Chemistry Levandoski Research Assistant
- v. Chemistry Physical Chemistry Research Assistant
- vi. Chemistry Research Assistant
- vii. Chemistry Stockroom Technical Assistant

e. Chinese & Japanese

- i. Chinese & Japanese Chinese Grader
- ii. Chinese & Japanese Support Assistant
- iii. Chinese and Japanese House Coordinator
- iv. Chinese Research Assistant
- v. East Asian Studies Course Assistant

f. Classics (Greek & Latin)

- i. Classics Research Assistant

g. Computer Science

- i. Computer Science Grader
- ii. Computer Science Mentor
- iii. Computer Science Myroc Research Assistant
- iv. Computer Science Research Assistant
- v. Computer Science Software Development Research Assistant
- vi. Computer Science Technical Assistant
- vii. Computer Science Tutor

h. Dean of the College

- i. Academic Advising Mentor
- ii. Academic Advising Tutor
- iii. Academic Grinnell Corps Curricular Assistant (course Asst)
- iv. Academic Supp Hssc Office Asst
- v. Academic Support (asas) Technical Assistant
- vi. Academic Support Office Assistant
- vii. Assistive Technology Access Technical Assistant
- viii. Assistive Technology Social Media Technical Assistant
- ix. Assistive Technology Student Supervisor
- x. Dean of the College 2nd Year Retreat Support Assistant

- xi. Dean of the College Classics Research Assistant
- xii. Dean of the College Office Assistant
- xiii. Disability Resources Ambassador
- xiv. Disability Resources Course Assistant
- xv. Disability Resources Digital Access Student Leader
- xvi. Grinnell Science Project Leader
- xvii. Liberal Arts in Prison Program (lapp) Coordinator
- xviii. Liberal Arts in Prison Program Tutor
- i. Economics**
 - i. Economics Research Assistant
 - ii. Economics Grader
 - iii. Economics Mentor
 - iv. Economics of Crime Research Assistant
 - v. Economics Office Assistant
 - vi. Economics Political Economy Theory Research Assistant
 - vii. Economics Research Assistant
 - viii. Economics Wilson Professorship Research Assistant
- j. Education**
 - i. Education Office Assistant
 - ii. Education Research Assistant
- k. English**
 - i. English Course Assistant
 - ii. English Mellon Hia Research Assistant
 - iii. English Research Assistant
 - iv. English Writers @ Grinnell Support Assistant
- l. French and Arabic**
 - i. French and Arabic Office Assistant
 - ii. French and Arabic Research Assistant
 - iii. French and Arabic Tutor
- m. German Studies**
 - i. German Office Assistant
- n. Gender, Women's & Sexuality Studies**
 - i. Gender, Women's & Sexuality Studies Research Assistant
 - ii. Gndr, Wmn's & Sexuality Stds Course Assistant
 - iii. Gndr, Wmn's & Sexuality Stds Research Assistant
 - iv. Gndr, Wmn's & Sexuality Studies Support Assistant
 - v. Gwss Intern
 - vi. Gwss Support Assistant
- o. History**
 - i. History Course Assistant

- ii. History Office Assistant
- iii. History Research Assistant
- p. Mathematics & Statistics**
 - i. Math & Statistics Research Asst
 - ii. Mathematics & Statistics Grader
 - iii. Mathematics & Statistics Mentor
 - iv. Mathematics & Statistics Research Assistant
- q. Music**
 - i. Music Accompanist Mentor
 - ii. Music Budget Technical Assistant
 - iii. Music Concert Staff Leader
 - iv. Music Ensembles Coordinator
 - v. Music Equipment Checkout Technical Assistant
 - vi. Music Keyboard Lab Technical Assistant
 - vii. Music Library Technical Assistant
 - viii. Music Office Assistant
 - ix. Music Research Assistant
 - x. Music Sheet Music Library Technical Assistant
- r. Philosophy**
 - i. Academic Support Linguistics Grader
 - ii. Philosophy Grader
 - iii. Philosophy Office Assistant
 - iv. Philosophy Technical Assistant
- s. Physical Education**
 - i. Physical Education Baseball/Softball Event Staff
 - ii. Physical Education Equipment Room ATTENDANT/MONITOR
 - iii. Physical Education Fitness Ctr Attendant/Monitor
 - iv. Physical Education Fitness Ctr Student Supervisor
 - v. Physical Education Gorp Leader
 - vi. Physical Education Gorp Student Supervisor
 - vii. Physical Education Intramural Sports Coordinator
 - viii. Physical Education Lifeguard Attendant/Monitor
 - ix. Physical Education Research Assistant
- t. Physics**
 - i. Physics Christensen Research Asst
 - ii. Physics Grader
 - iii. Physics Lab Assistant
 - iv. Physics Mentor
 - v. Physics Museum Research Assistant
 - vi. Physics Research Assistant

u. Political Science

- i. Political Science Congress, Oversight and Investigations RA
- ii. Political Science Grinnell College National Poll Res Asst
- iii. Political Science Research Assistant
- iv. Political Science Support Assistant

v. Psychology

- i. Psychology Behavioral Neuroscience Research Assistant
- ii. Psychology Child Development Research Assistant (yust)
- iii. Psychology Child Studies Program Research Assistant
- iv. Psychology Cognition Research Assistant
- v. Psychology Document Translator Technical Asst
- vi. Psychology General Research Assistant
- vii. Psychology Office Assistant
- viii. Psychology Preschool Course Assistant
- ix. Psychology Psy 225 Mentor
- x. Psychology Psy113 Mentor
- xi. Psychology Psy246 Mentor
- xii. Psychology Psychology Video Editor Technical Assistant
- xiii. Psychology Ralston Lab Research Assistant
- xiv. Psychology Research Assistant
- xv. Psychology Research Assistant: Data Analysis Research Assist
- xvi. Psychology Research Methods Grader
- xvii. Psychology Social Psychology Lab Assistant
- xviii. Psychology Student Illustrator On-Call Technical Assistant
- xix. Psychology Tutor

w. Religious Studies

- i. Religious Studies Mellon Grant Research Assistant
- ii. Religious Studies Office Assistant
- iii. Religious Studies Research Assistant

x. Russian

- i. Russian Grader
- ii. Russian House Coordinator
- iii. Russian Office Assistant

y. Science Department

- i. Science Department Neuroscience Lab Assistant
- ii. Science Dept Animal Care Lab Assistant
- iii. Science Dept Second-Year Science Retreat Leader
- iv. Science Dept Slc Science Community Leader
- v. Science Dept Slc Science Group Tutor

z. Sociology

- i. Sociology Course Assistant
- ii. Sociology Csfs Research Assistant
- iii. Sociology Introduction to Sociology Grader
- iv. Sociology Office Assistant
- v. Sociology Research Assistant

aa. Spanish

- i. Spanish House Coordinator
- ii. Spanish Office Assistant
- iii. Spanish Technical Assistant

bb. Theatre and Dance

- i. Theater and Dance Support Assistant
- ii. Theater and Dance Trained Crowd Leader
- iii. Theatre and Dance Box OFFICE Attendant/Monitor
- iv. Theatre and Dance Costume Coordinator
- v. Theatre and Dance Costume Studio Staff - Stitcher Lab Assist
- vi. Theatre and Dance Front of House Leader
- vii. Theatre and Dance Production Stage Leader
- viii. Theatre and Dance Properties Storage Coordinator
- ix. Theatre and Dance Theatre and Dance Scene Shop Technical Asst

3. Centers, Labs, Libraries and Galleries

a. Alternate Language Study

- i. Alternate Language Study (ALSO) Tutor
- ii. Alternate Language Study Course Assistant
- iii. CLIC Office Assistant
- iv. Foreign Language Tutor

b. Center for Prairie Studies

- i. CPS College Garden Summer Apprentice Support Assistant
- ii. CPS Grinnell College Garden Support Assistant
- iii. Ctr for Prairie Studies Garden and Prairie Plantings Support
- iv. Ctr for Prairie Studies Rootstalk Support Assistant

c. Center Teaching, Learning & Assessment

- i. CTLA 3D Artist in Grinnell Immersive Environments Lab Asst
- ii. CtlA Innovation Grant Research Assistant
- iii. CTLA Software Developer, Grinnell Immersive Env Lab
- iv. CTLA Subject Matter Expert for Grinnell Immersive Env

d. Data Analysis & Social Inquiry Lab

- i. DASIL Grinnell College National Poll Research Assistant
- ii. Data Analysis & Social Inquiry Data Analysis & Social Inquir

e. Humanities

- i. Ctr for the Humanities Support Assistant
- ii. Humanities Ctr Research Assistant
- iii. Humanities Research Assistant
- iv. Humanities Tutorial Research Assistant

f. Library

- i. Library Art History Research Asst
- ii. Library Cataloging Technical Assistant
- iii. Library Digital History Project Support Assistant
- iv. Library Digital Scholarship Research Assistant
- v. Library Digital Scholarship Rlab Assistant
- vi. Library Government Documents Coordinator
- vii. Library Interlibrary Services/Shipping Support Assistant
- viii. Library Media Collections Support Assistant
- ix. Library Media Collections Technical Assistant
- x. Library Mend/Bind Technical Assistant
- xi. Library Processor Support Assistant
- xii. Library Research Assistant
- xiii. Library Serials Dept Support Assistant
- xiv. Library Services Technical Assistant
- xv. Library Special Collections and Archives Support Assistant
- xvi. Library Technology, Research, Circulation Support Assistant

g. Math Lab

- i. Math Lab Tutor

h. Rosenfield Program

- i. Rosenfield Program Office Assistant
- ii. Rosenfield Program Technical Assistant

i. Wilson Program

- i. Wilson Ctr Failure Fund Mentor
- ii. Wilson Ctr Stew Leader
- iii. Wilson Program Ambassador
- iv. Wilson Program Event Staff
- v. Wilson Program Leadership Institute Coordinator
- vi. Wilson Program Maker Lab Coordinator
- vii. Wilson Program Maker Lab Technical Assistant
- viii. Wilson Program Makerlab Technical Assistant
- ix. Wilson Program Spark Coordinator
- x. Wilson Program Support Assistant
- xi. Wilson Program Technical Assistant
- xii. Wilson Program Tedx Event Staff

j. Writing Center

- i. New Writing Mentor
- ii. Student Assistant Director
- iii. Writing Lab Office Assistant
- iv. Writing Mentor

4. Student Lead Organizations

a. Student Government Association

- i. Sga Administrative Coordinator
- ii. Sga All Campus Events Leader
- iii. Sga Assistant Treasurer
- iv. Sga Belonging Task Force Leader
- v. Sga Belonging Task Force Support Assistant
- vi. Sga Concert Events Staff
- vii. Sga Concerts Chair Leader
- viii. Sga Dei Chair Leader
- ix. Sga Diversity and Outreach Leader
- x. Sga Diversity, Equity & Inclusion Chair Leader
- xi. Sga Elections Chair Leader
- xii. Sga Environmental Sustainability Chair Coordinator
- xiii. Sga Environmental Sustainability Chair Leader
- xiv. Sga Exco Coordinator
- xv. Sga Freesound Leader
- xvi. Sga Leader
- xvii. Sga Outreach Coordinator Leader
- xviii. Sga Posterer Support Assistant
- xix. Sga President
- xx. Sga President of Senate Leader
- xxi. Sga Resources & Service Coordinator Leader
- xxii. Sga Resources and Service Coordinator Leader
- xxiii. Sga Senator Leader
- xxiv. Sga Student Groups Coordinator Leader
- xxv. Sga Student Initiative Fund Chair Coordinator
- xxvi. Sga Student Services Leader
- xxvii. Sga Technical Advisor Leader
- xxviii. Sga Treasurer
- xxix. Sga Vice President Academic Affairs
- xxx. Sga Vice President Student Affairs
- xxxi. SGA VPAA SEPC Coordinator

b. Student Publications and Radio

- i. SPARC Assistant Treasurer Leader
- ii. Sparc B&s Content Creator

- iii. Sparc B&s Editor Leader
- iv. SPARC Chair Student Supervisor
 - v. Sparc Concrete Perspectives Copy Editor Content Creator
 - vi. Sparc Concrete Perspectives Finance Liaison Support Assistant
 - vii. Sparc Concrete Perspectives Graphic Designer Content Creator
 - viii. Sparc Concrete Perspectives Media Head Leader
 - ix. Sparc Content Creator
 - x. Sparc Cyclone Yearbook Content Creator
 - xi. Sparc Disorientation Guide Content Creator
 - xii. Sparc Disorientation Guide Media Head Leader
 - xiii. Sparc Gogue Data Analyst/Social Media Manager Content Creator
 - xiv. Sparc Gogue Graphic Design Content Creator
 - xv. Sparc Gogue Interviewer/Writer Content Creator
 - xvi. Sparc Gogue Leader
 - xvii. Sparc Gogue Photographer Content Creator
 - xxviii. Sparc Grinnell Editor Content Creator
 - xix. Sparc Grinnell Press Content Creator
 - xx. Sparc Grinnell Press Leader
 - xxi. Sparc Grinnell Press Media Head Leader
 - xxii. Sparc Grinnell Review Art Editor Support Assistant
 - xxiii. Sparc Grinnell Review Editor Leader
 - xxiv. Sparc Grinnell Review Layout Designer Content Creator
 - xxv. Sparc Grinnell Review Media Head Leader
 - xxvi. Sparc Grinnell Review Social Media Content Creator
 - xxvii. Sparc Grinnell Review Writing Editor Support Assistant
 - xxviii. Sparc Gum Content Editor Leader
 - xxix. Sparc Gum Graphics Editor Leader
 - xxx. SPARC GUM Layout Editor Leader
 - xxxi. SPARC GUM Leader
 - xxxii. Sparc Kdic Archivist Support Assistant
 - xxxiii. Sparc Kdic Audio Technician Leader
 - xxxiv. Sparc Kdic Creative Dir/Graphic Design Content Creator
 - xxxv. Sparc Kdic Events Coordinator Event Staff
 - xxxvi. Sparc Kdic Leader
 - xxxvii. Sparc Kdic Manager Leader
 - xxxviii. Sparc Kdic Social Media and Publicity Leader
 - xxxix. Sparc Kdic Support Assistant
 - xl. Sparc Podcast Editor S&b Technical Assistant
 - xli. Sparc Prairie Burn Content Creator
 - xlii. Sparc Prairie Burn Content Editor

- xliii. Sparc Prairie Burn Graphic Designer Content Creator
- xliv. Sparc Prairie Burn Leader
- xlv. Sparc S&b Copy Editor Content Creator
- xlvi. Sparc S&b Graphics Designer Content Creator
- xlvii. Sparc S&b Media Head Leader
- xlviii. Sparc S&b Section Editor Support Assistant
- xlix. Sparc S&b Social Media Coordinator Content Creator
 - 1. Sparc S&b Staff Photographer Content Creator
 - li. Sparc S&b Visual Editor
 - lii. Sparc Sequence Content Creator
 - liii. Sparc Sequence Media Head Content Creator
 - liv. SPARC Social Media & Engagement Coord Content Creator
 - lv. SPARC Technical Coord Technical Assistant
 - lvi. SPARC Treasurer Student Supervisor
 - lvii. SPARC Vice-Chair Leader
- lviii. Sparc Video Editor S&b Technical Assistant
- lix. Sparc Yearbook Leader
- lx. Sparch S&b Staff Writer Content Creator

Appendix C

GRINNELL COLLEGE

Release of Student Education Records Related to Student Employment

I, the undersigned, understand that the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) limits disclosure of a student's education records without proper consent. Therefore, I:

consent to the disclosure of the following education records relating to the below-designated student for the following purpose.

or

do not consent to the disclosure of the following education records relating to the below-designated student for the following purpose.

Education Records. Records and information regarding student employment by Grinnell College including name, employment status, department(s) of employment, job title(s), job description(s), job duties, hours worked, work schedules, rates of pay, dates of hire, disciplinary actions, and dates of resignation or termination.

Purpose. Fulfillment of Grinnell College's obligation under the National Labor Relations Act ([29 U.S.C. §§ 151-169](#)) to furnish to the Union of Grinnell Student Dining Workers ("UGSDW") information relevant to the administration or negotiation of a collective bargaining agreement upon the UGSDW's request.

I further understand that, should I consent to the disclosure of the aforementioned education records: (1) Grinnell College may disclose some of the aforementioned education records on the condition that the UGSDW agrees to not disclose the information to any other party without my written consent unless specifically allowed by law; (2) Grinnell cannot be held liable for the UGSDW's use of such education records for an impermissible purpose; (3) I have the right not to consent to the release of such education records; (4) a copy of such education records must be provided to me upon my request; and (5) that an executed release remains in effect until revoked by me in a signed writing delivered to Grinnell College.

Date

Name of Student (Printed)

Signature of Student (If Student Is the Age of 18 or Older)

Signature of Parent or Guardian (If Student Is Under the Age of 18)

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