

# GUSTAVUS

---

## Human Resources

### **NEW EMPLOYEE NEED TO KNOW LIST**

- Receive daily Gustavus Announcements via email by 'opting in' to the [Gustavus-L](#).
- [Parking permits](#) are required to park a vehicle. Parking is open during the summer. Visitor parking is off limits to employees year round.
- The Campus Safety number is 507-933-8888 or x8888. They are on duty 24 hours a day and are certified first responders.
- Chapel/Sabbath is held daily from 10-10:20am during the academic year. Feel free to attend as your schedule allows.
- Benefit open enrollment occurs annually late October/early November.
- To submit news to share with the campus, [click here](#).
- To create Gustavus brand approved letterhead, powerpoints, newsletter and more, use Marketing approved templates found [here](#).
- To add an announcement or new event to the Gustavus Calendar, please submit to Marketing [here](#).
- To submit a request for maintenance, a room sign, setup, or a name badge, go to the Facilities site found [here](#).
- Gustavus has two coffee shops on campus. The Courtyard Cafe is located in the lower level of the Jackson Campus Center and the STEAMery is located in the Nobel Hall of Science building.
- To submit a request to Dining Services for catering, use this [request form](#).
- If your role necessitates [business cards](#), you may order them through [Gustavus Print Services](#).
- When purchasing supplies, shop the Book Mark or order through OfficeDepot or Amazon. Office Depot login is provided by the Book Mark. When using Amazon, shop [www.smile.amazon.com](http://www.smile.amazon.com) and select Gustavus Adolphus College as the recipient for the donation. Prices are the same. Ensure that your Amazon account is also set-up tax free.
- Click [here](#) to view the College's mission and core values.
- Click [here](#) to view the Gustavus Acts Strategic Action Plan.
- Campus vehicle [reservations](#) are handled by [Motor Pool](#). Certification is required for everyone reserving or operating a College owned vehicle.
- If you are having technical issues or questions, please contact the Technology Helpline in the Technology Services Office:
  - Phone: 507-933-6111
  - Email: [helpline@gustavus.edu](mailto:helpline@gustavus.edu)
  - Wiki Help: [gustavus.edu/gts](http://gustavus.edu/gts) Live Support: click on Live Support
  - Twitter: Follow us @gtshelpline or [twitter.com/gtshelpline](https://twitter.com/gtshelpline)
  - Submit a Request or Check Status: [support.gustavus.edu](http://support.gustavus.edu)

# GUSTAVUS

---

## Human Resources

### **NEW EMPLOYEE NICE TO KNOW LIST**

- Employees receive one free ticket for most ticketed events on campus, including theatre and dance performances. If you would like to attend the annual Nobel Conference, Christmas in Christ Chapel, or any other ticketed event go to [Gustavus Tickets](#) to set up your employee account. Additional tickets for family members may also be purchased.
- Gustavus employees can attend most athletic events with family members free of charge.
- Wellness as a Community includes health and wellness initiatives for employees at Gustavus. Partake in free employee fitness classes during the academic year - all are welcome! Visit [WaaC](#) for more information!
- You may order rolls and pies for the Thanksgiving holiday. Look for an email from Dining Service regarding this. You may also order specialty cakes and other foods throughout the year by completing a dining request form. Request at least one week in advance.
- In the MarketPlace a small coffee is \$1.25 or only \$1.00 if you bring your own mug.
- You will receive a coupon from the BookMark the month of your birthday.
- Employees and students are able to cash checks in the Financial Aid office.
- Buy stamps and mail/ship items at the Post Office located in the lower level of the Jackson Campus Center.
- Visit the [Employee Extras](#) page to view additional discounts and perks associated with being a Gustavus employee.
- The [Health Service](#) office is open to employees during the academic year from 7am-4:30pm.
- Professional profile photos can be taken in the Marketing and Communication office by [scheduling](#) a time.
- The Office of Marketing and Communication provides strategic communications planning, media and public relations, publications, event marketing, Web design, marketing plans and projects, and advertising. By collaborating across campus, Marketing provides direction, expertise, and services that create and sustain a comprehensive and coordinated communications and marketing program.
- To submit a project request through Marketing, go [here](#).
- Gustavus Library Associates host an annual Scandinavian Buffet luncheon in December honoring St. Lucia and her court. Tickets are available in October. GLA also hosts a biennial black tie gala in Minneapolis called A Royal Affair.
- Two ATM machines are located in the lower level of the Jackson Campus Center near the Book Mark.
- The Arboretum is open to the campus and St. Peter community. For more information, click [here](#).
- [Gustavus Employee Resource Groups](#) (ERGs) are employee-led, voluntary groups that foster a sense of belonging and inclusivity. These ERGs are open to all employees (allies and accomplices are welcome for each group). Send an email to get more info or join our community!
  - LGBTQ+ - [g-lgbtqerg@gustavus.edu](mailto:g-lgbtqerg@gustavus.edu)
  - Young Professionals - [g-yoproserg@gustavus.edu](mailto:g-yoproserg@gustavus.edu)
  - Outdoor Enthusiasts - [g-outdoorenthusiastserg@gustavus.edu](mailto:g-outdoorenthusiastserg@gustavus.edu)
  - BIPOC & Accomplices - [g-bipocaerg@gustavus.edu](mailto:g-bipocaerg@gustavus.edu)
  - Parents and Caregivers Group - [g-parentserg@gustavus.edu](mailto:g-parentserg@gustavus.edu)