

### 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 setup 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.
- ☐ Reserve a locker, or get on the waitlist for one, in Lund Center. See the service desk on the lower level for assistance. Partake in employee fitness classes during the academic year - all are welcome!
- ☐ 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. Allow at least one week in advance of required date.
- ☐ We host a daily (Monday-Friday) buffet during the school year for employees, students and the public to enjoy a more quiet lunch hour.
- ☐ Daily coffee refills are only \$0.25 in the Marketplace.
- ☐ Enjoy annual holiday gatherings for Gustavus employees and retirees. Also, in December we host a fundraising Yuletide Breakfast in which students from the intermediate Swedish language course present a cultural program.
- ☐ Enjoy the Gustavus all-employee picnic each summer with picnic fare, prizes and entertainment.
- ☐ You will receive a coupon from the BookMark the month of your birthday.
- ☐ Partake in Gustavus Well Being Initiatives. See link to learn more about our spring and winter [programs](#) with prizes and click [here](#) to see the services offered to employees.
- ☐ Employees and students are able to cash checks in Financial Aid office for readily available cash.
- ☐ Convenient to buy stamps and mail/ship items at Post Office without long lines.
- ☐ Take advantage of cell phone [discounts](#).
- ☐ Visit the [Employee Extras](#) and [Community Discounts](#) pages to view all of the discounts and perks associated with being a Gustavus employee.
- ☐ The [Health Service](#) office is open to employees while school is in session 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 request a printed project please contact the office or call 507-933-7520.
- ☐ 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 located in the basement of the campus center between the Book Mark and the Hillstrom Museum.



- ☐ The Hillstrom Museum is open to the entire campus, you are welcome to tour the art exhibits during the academic year.