

MIDD GIGS

Guidelines and Posting Instructions for Alumni and Parents

Midd Gigs are easy to post and manage. This guide outlines what Midd Gigs are and provides step-by-step instructions on how to post them.

What Constitutes a Gig?

Midd Gigs are short-term, professional assignments that are similar to those given to new hires or interns. These projects enable Middlebury students and recent graduates to demonstrate skills, explore career paths, and build their networks. They also give alumni and parents access to the talented network of Middlebury undergraduates and recent graduates. Since Midd Gigs are more flexible and shorter-term than traditional internships, they allow you to engage applicants in a broader and more diverse range of projects and initiatives. Past gig sponsors have even hired student project *teams* to delve into work pertinent to their organizations.

Past Midd Gigs have encompassed a diverse range of industries and projects, ranging from podcasting and script editing in the creative industries to rigorous research and statistical analysis in STEM and business fields. They've entailed content creation and editing, marketing, social media, political lobbying, research and analysis, design work, coding, data analytics, business plan development, and more. You get the idea.

Midd Gigs are flexible, but generally fit within these parameters:

- For projects or deliverables with definitive end dates: Gigs are structured to last two weeks or less, or approximately 10-80 hours.
- For ongoing projects without a definitive end date: Gigs can be suitably addressed with 5-15 hours of work per week.
- Incorporate professional development opportunities for the student or grad, including skills development, project management experience, coaching and feedback, and help with networking.

What about Compensation?

You can offer your gigs paid or unpaid. If there is a payment associated with the gig, it is set by and provided by you—not Middlebury College. With apologies, the College is unable to provide funding for unpaid gigs at this time.

What if I'm hiring for a full time job or internship?

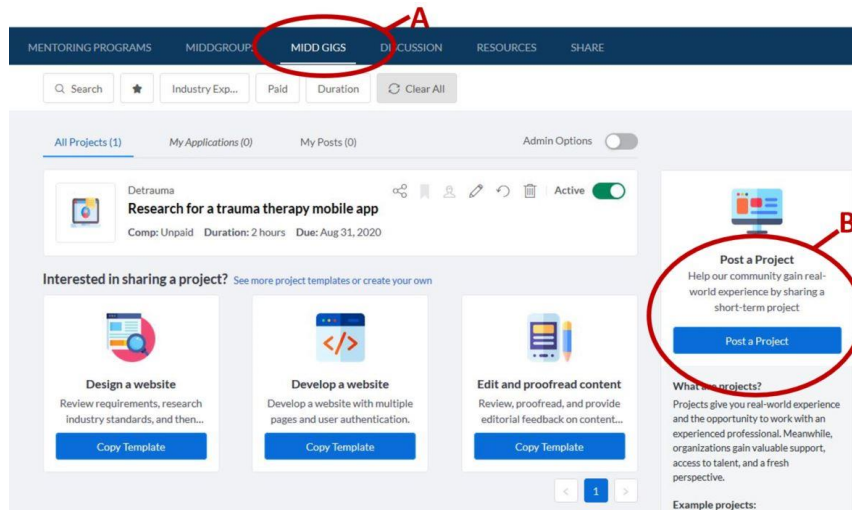
We love it when organizations hire Midd! We encourage alumni and Middlebury parents to set up free employer accounts on Handshake, Middlebury's dedicated job board for students and alumni. Your employer account will allow you to post positions, manage interview schedules, and more. Get started [here](#).

Midd Gigs Guidelines

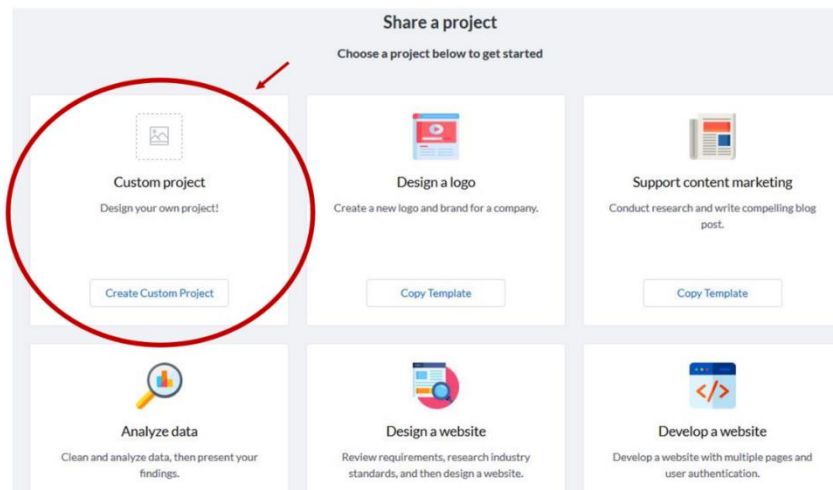
1. Do not include your contact information in the gig post. All communication is automatically routed directly to the email address associated with your Midd2Midd account.
2. Whenever possible, provide fair remuneration for the project, commensurate with the task, the industry, and the applicant's level of experience.
3. Take reasonable steps to build developmental learning opportunities into your project. (E.g. consider offering networking help, career tips, industry insights, and constructive feedback.)
4. Keep the position remote or otherwise adhere to the current Covid-19 guidelines for your area and for Middlebury College.
5. Clarify the terms and expectations up front and communicate regularly throughout the project.
6. Follow Middlebury's community standards and employment laws pertinent to the arrangement.

How to Post a Gig

1. After logging into [Midd2Midd](#), click the Midd Gigs tab (A), and then click “Post a project” (B).



2. The next screen will allow you to select from an existing template or create a custom project. We recommend you select “Custom Project,” since the templates are still under development.



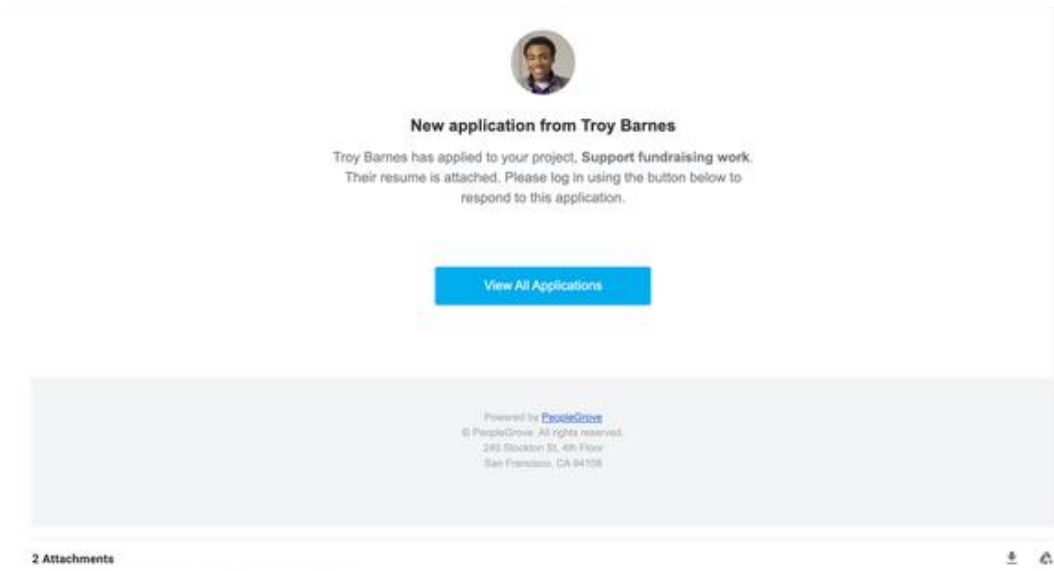
3. The gig-creation screen displays the fields required to develop your gig posting. Most fields are self-explanatory. A few tips and instructions worth noting:
 - a. **Industries:** Select one or more industries associated with your gig. While optional, this makes your announcement more searchable by potential applicants.
 - b. **Duration:** Provide an estimate of your gig *in hours*. We recognize duration may be flexible or subject to change. Give your best estimate, and you can share more details in the “Project Description” field.
 - c. **Payment:** If your position is paid, you are required to include the total amount. If payment is commensurate with applicant experience or not for immediate disclosure, simply input a proxy amount and make a note to this effect in the “Project Description” section.
 - d. **Start date:** refers to the date you’d prefer to have an applicant begin project work.
 - e. **Due date:** refers to your desired project completion date. Even if this is a rough estimate, it still helps students manage their time.
 - f. **Expiration date:** This is the date the posting expires. When a posting expires, it is removed from public view, but you can still access it (and renew it), but clicking on “My Posts.”

What to Ask for in the Application

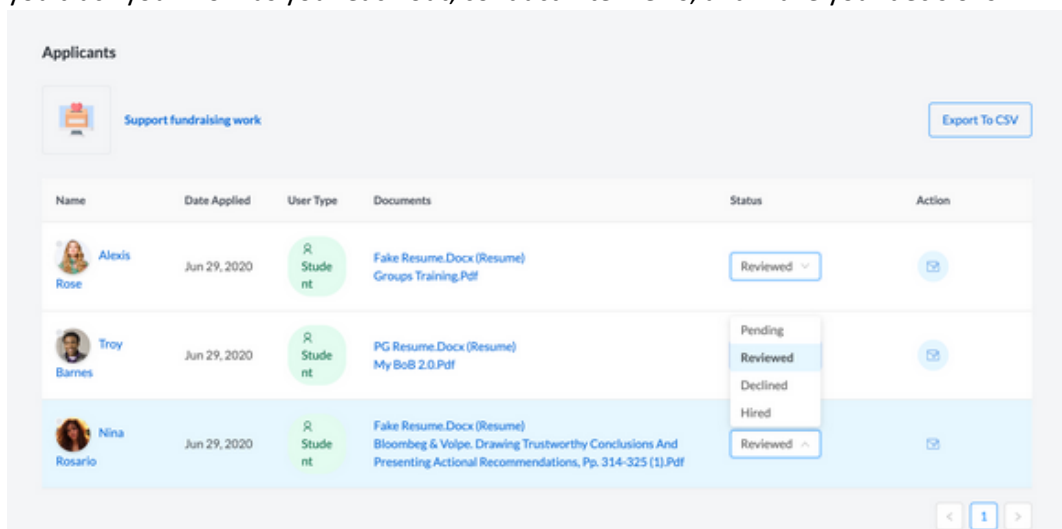
You're welcome to request any information that traditionally accompanies a job or internship application, including resume, cover letter, portfolio, answers to select questions, references, etc. Due to the short-term nature of these positions, you may consider streamlining your asks—e.g. request a statement of interest instead of a formal cover letter.

Receiving and Reviewing Applications

1. When someone applies to your gig, you'll get an email notice delivered directly to your inbox

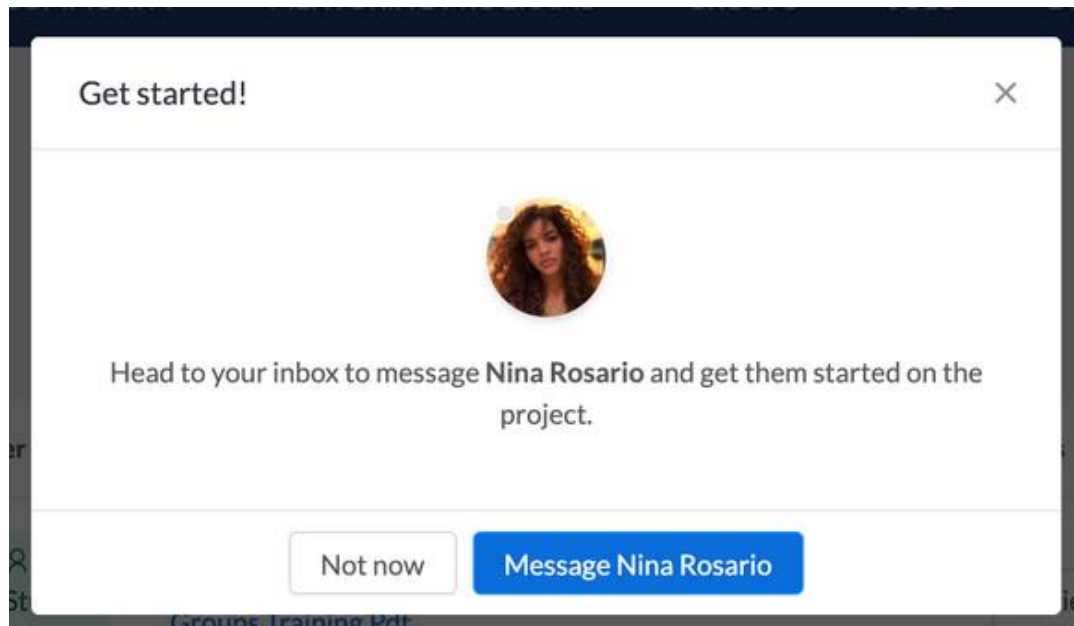
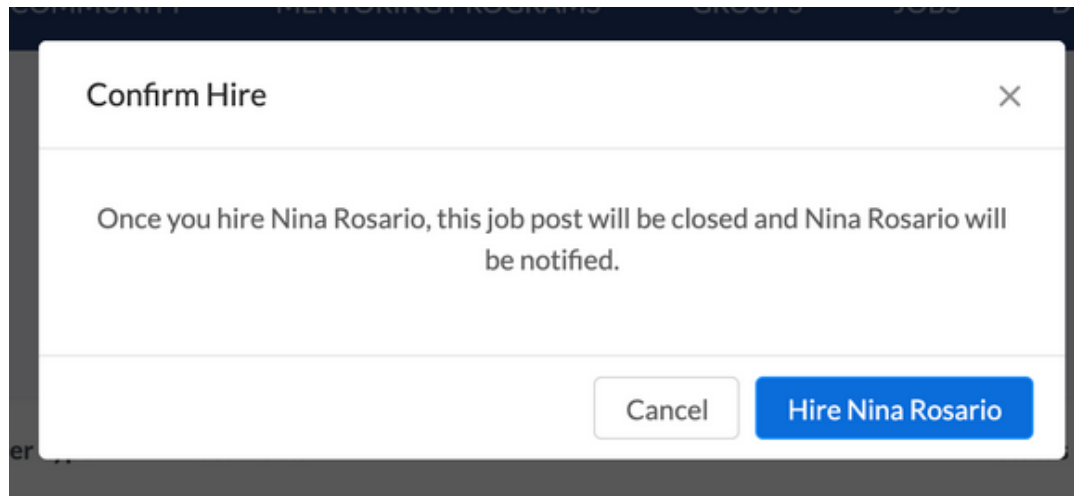


2. Click on the “View” icon to access your queue of applicants and view their materials. From here, you can review their applications, read their profiles, and message them to arrange interviews, etc. The “Status” column helps you track your work as you reach out, conduct interviews, and make your decisions.



Making a Hire

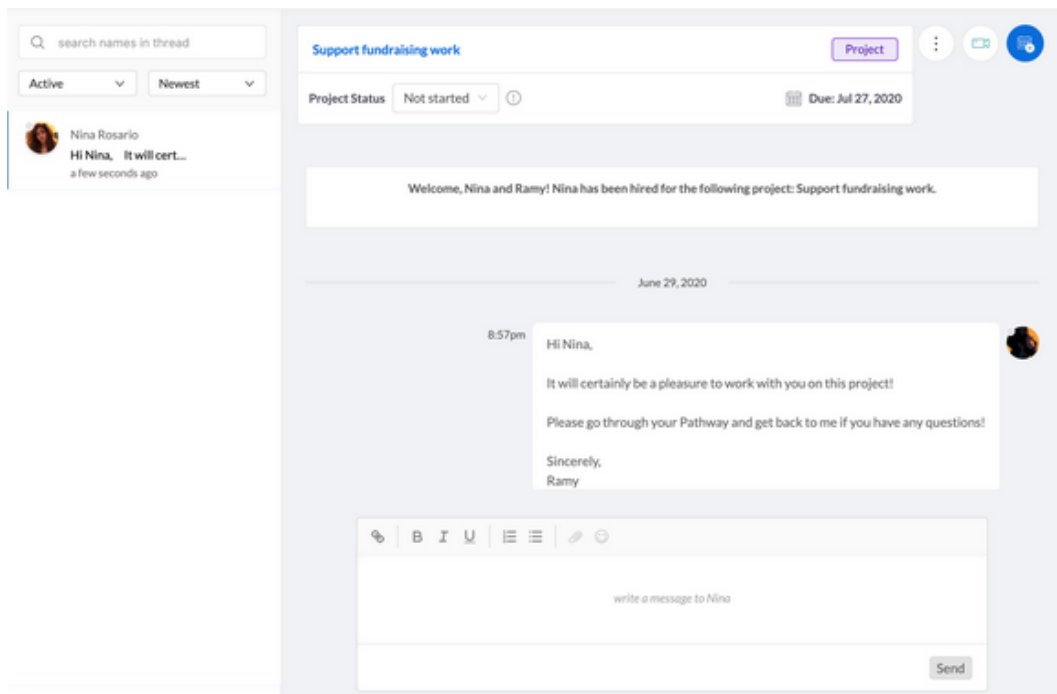
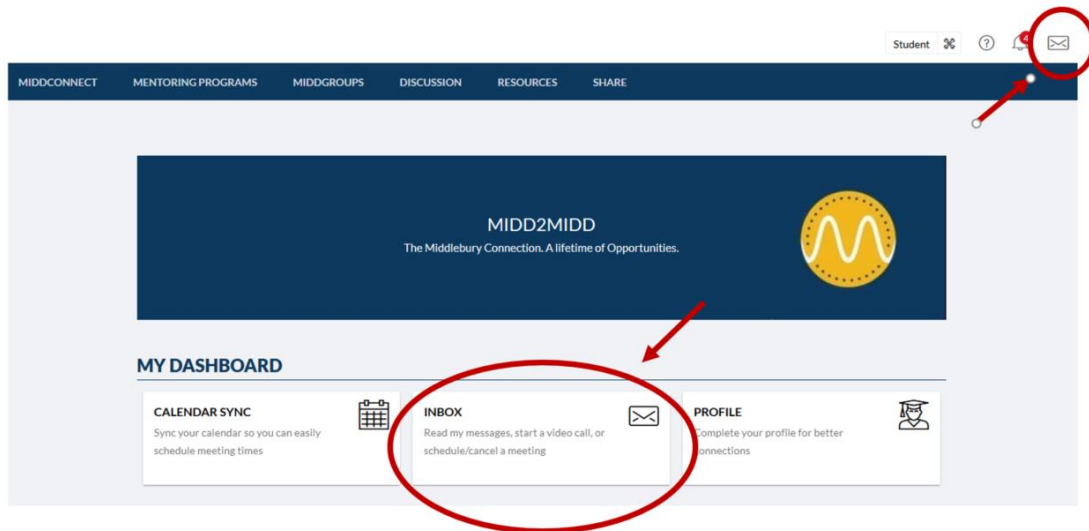
After you've wrapped up the interview process and you're ready to make a hire, update that applicant's status to "Hired." Doing so will open a dialog box asking you to confirm the hire. Once you do, the applicant is notified and you will be prompted to message the person.



Communicating with your Hire through Midd2Midd

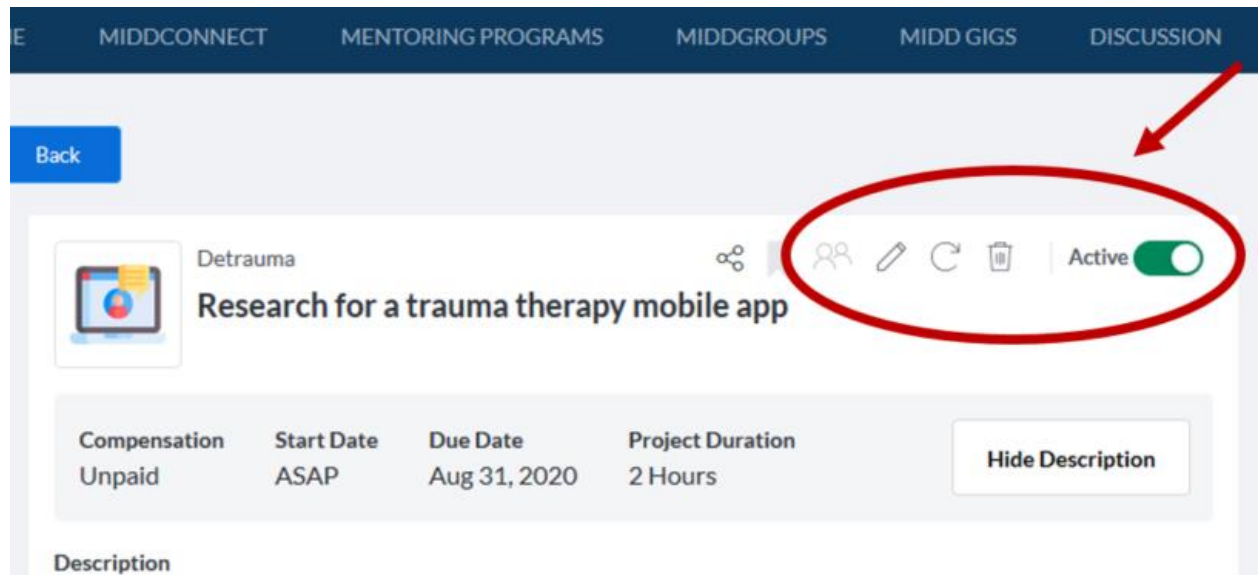
When you message your hire (or anyone else on Midd2Midd), that message is delivered to their email as well as their Midd2Midd inbox. Their response likewise goes to the email account you have linked to Midd2Midd.

The two of you can communicate straight from your email accounts. You may find it more convenient to use Midd2Midd Inbox, which serves as a one-stop shop for accessing to your message threads, creating messages, and scheduling/conducting video calls. Your inbox also has Midd Gigs productivity tools that enable you to set goals for your hire, keep private notes on your conversations, and share files.



How to Remove (or Renew) Gig Announcements

Your gig post includes a toolbar that you can use to edit and update your posting and its status. Clicking these icons will allow you to view your applicant list, edit your post, renew it, delete it, or deactivate it. We recommend deactivating your post rather than deleting it entirely. By archiving your post this way, you can easily reactivate it down the road.



For Help with Midd Gigs

Need a hand with technical questions, or want to confer with someone from the Center for Careers and Internships about a question, idea, or issue you're encountering? Contact Jeff Sawyer, Director, Employer and Professional Network Development (jsawyer@middlebury.edu).

On behalf of Midd2Midd and Middlebury College, thank you for making opportunities available to students and recent graduates through Midd Gigs!

