

Information Services Specialist

PURPOSE: Provide information and assistance to guests in the DiGiorgio Campus Center at the Information Services desk.

REPORTS TO: Coordinator for Information Services and Associate Director of the Campus Center for Operations

QUALIFICATIONS:

- Must be a currently enrolled Winthrop University student with at least 2 semesters of school remaining
- Must have a minimum of a 2.25 GPA
- Interpersonal skills required
- Must have the ability to communicate clearly to patrons/customers
- Must be able to work independently
- Ability to handle priorities/timelines and attention to detail and accuracy in performing work
- Must be able to lift 25 lbs.
- Flexible availability hours including nights, weekends, holiday and semester breaks
- Effective customer service skills
- Must be dependable
- Must not be on academic or disciplinary probation

DUTIES AND RESPONSIBILITIES:

- Responsible for greeting and assisting visitors in the DiGiorgio Campus Center
- Checks out gaming equipment and manages money for the recreational area
- Provide campus maps and directions for guests
- Provide campus and local resources and information
- Be knowledgeable of information on Winthrop's webpage

- Assist with light custodial work, as required
- Wear appropriate shoes and uniform
- Attend required staff meetings and trainings
- Be attentive to the safety and security of the DiGiorgio Campus Center by being aware of the emergency procedures, and trouble-shoot concerns throughout the facility

SALARY: \$7.25 per hour

DEADLINE: Priority given to applications received before **Monday, November 26, 2018** but applications will be accepted until all positions filled.

APPLICATION PROCEDURE:

Please complete the application and either attach or e-mail a cover letter and resume to:

Phyllis Redden
Coordinator for Information Services
126 DiGiorgio Campus Center (Information Services desk)
Email: reddenp@winthrop.edu
Phone: (803) 323-2224



Application for Information Services Specialist
DiGiorgio Campus Center

Thank you for your interest in employment at the DiGiorgio Campus Center. To be considered for available positions, this application must be completed in its entirety. All applications are to be submitted with a cover letter and resume. Applications with missing items will not be considered. Positions are only available to enrolled Winthrop University students.

Applying for (Place an X): __ Fall __ Spring __ Summer Today's Date: _____

Name: _____ Birth Date: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____ E-mail: _____

Cell: () _____ - _____ Winthrop (WU) ID #: _____

Classification: __ Freshman __ Sophomore __ Junior __ Senior __ Graduate __ Other

Major: _____ Overall GPA: _____ Expected Graduation Date: _____

Are you eligible for Federal work study: __ Yes __ No

Previous Work Experience

Employer: _____ Location: _____

Job Title: _____ Dates: _____

Reference: _____ Phone #: _____

Employer: _____ Location: _____

Job Title: _____ Dates: _____

Reference: _____ Phone #: _____

Please complete second page of form

How did you learn about this position? __ Website __ Daily Student Announcement __ Eagle Link __ Other _____

Do you know any current Student Affairs staff or Campus Center student members? If so, please list: _____

Please list any current certifications: _____

Please list your involvement in student organizations, extracurricular activities, and/or other interests: _____

****Please put an X in the boxes where you CANNOT work for Spring 2019****

TIME	MON	TUES	WED	THUR	FRI	SAT	SUN
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							
9pm-10pm							
10pm-11pm							

I certify that to the best of my knowledge the information on this application is correct. I hereby give permission to the Dean of Students Office to release information contained in my academic and disciplinary record (including current GPA) to the DiGiorgio Campus Center administration in order to verify my academic and disciplinary eligibility during the application/interview process, and if hired to monitor grades, GPA and disciplinary record during my length of employment in the DiGiorgio Campus Center.

Signature: _____ Date: _____

Return application to 126 DiGiorgio Campus Center
 Phone: 803/323-2248 Fax: 803/323-2396 <http://www.winthrop.edu/campuscenter>

Office Use Only		
_____ Date Received	_____ Interviewed	_____ Hired

DiGiorgio Campus Center
 Department of Student Life and Division of Student Affairs