Information Services Specialist

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

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

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
- Sells tickets for on-campus events
- 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 April 3, 2017.

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
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: ( ) ________ - ___________  

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 place an X beside the shifts you are available to work in the Fall 2017 Semester:

| Monday 5-8pm | Tuesday 5-8pm | Wednesday 5-8pm | Thursday 5-8pm | Friday 5-8pm |
| ___ | ___ | ___ | ___ | ___ |
| Monday 8-11pm | Tuesday 8-11pm | Wednesday 8-11pm | Thursday 8-11pm | Friday 8-11pm |
| ___ | ___ | ___ | ___ | ___ |
| Saturday 11am-3pm | Saturday 3pm-7pm | Saturday 7pm-11pm |
| ___ | ___ | ___ |
| Sunday 11am-3pm | Sunday 3pm-7pm | Sunday 7pm-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

_____Received   _____Interviewed   _____Hired

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