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

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 25, 2016.

APPLICATION PROCEDURE:
Please complete the application and either attach or e-mail a cover letter and resume to:
Billy Dahlgren
Associate Director of the Campus Center for Operations
269 DiGiorgio Campus Center
Email: dahlgrenb@winthrop.edu
Phone: (803) 323-4538
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 2016 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 269 DiGiorgio Campus Center
Phone: 803/323-2248  Fax: 803/323-2396  http://www.winthrop.edu/campuscenter