Campus Center Support Crew Member

PURPOSE: Provide set-ups for events and operate building technology for users in the DiGiorgio Campus Center.

REPORTS TO: Campus Center Technical Services Coordinator and Night Manager

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
- Ability to handle priorities/timelines and attention to detail and accuracy in performing work
- Must be able to lift 50 lbs.
- Be able to stand for long periods of time
- Flexible availability hours including nights, weekends, holiday and semester breaks
- Must be dependable
- Effective customer service skills
- Must not be on academic or disciplinary probation

PREFERRED SKILLS

- Knowledge/understanding of lighting, multi-media projection and sound reinforcement applications including operating amplifiers, mixers, equalizers and assorted signal processors
- Knowledge/experience of computer hardware and software support troubleshooting and software/equipment problem solving

DUTIES AND RESPONSIBILITIES:

- Responsible for set-up and break down of tables and chairs and supplies needed for events in the Campus Center
- Responsible for set-up, operation and break down of audio/visual equipment used for events and activities in the Campus Center and additional facilities managed by the department
- Provide technical assistance and support during events as requested or as needed
- Clean and maintain inventory of equipment, and report all damages or equipment issues to supervisor
- Assist with room set-ups and tear-downs, as necessary
- Attend staff meetings and training sessions as needed
- Read and interpret room set-ups and diagrams with respect to audio-visual set-ups
- Be attentive to the safety and security of the Campus Center by being aware of the emergency procedures, and trouble-shoot concerns throughout the facility

SALARY: $8 per hour

DEADLINE: Priority given to applications received before April 3, 2017.

APPLICATION PROCEDURE:
Please complete the Application for Student Employment and e-mail a resume and cover letter to:
Jerry Fussell
125 DiGiorgio Campus Center (Information Services Desk)
Email: fussellj@winthrop.edu
Phone: (803) 323-4812
Thank you for your interest in employment at the Campus Center. To be considered for available positions, this form must be completed in its entirety, front and back. All applications are to be submitted with a cover letter and resume. Positions are only available to 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 work study:  ____ Yes  ____ No

Previous Work Experience

Employer: __________________________________ Location: __________________________

Job Title: ___________________________ Dates: __________________________

Reference: __________________________________ Phone #: __________________________

Employer: __________________________________ Location: __________________________

Job Title: ___________________________ Dates: __________________________

Reference: __________________________________ Phone #: __________________________
How did you learn about this position?  __ Website  __ Daily Student Announcement  __ Eagle Link  __ Other
Do you know any current Student Affairs staff 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 Fall 2017**

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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 125 DiGiorgio Campus Center
Phone: 803/323-2248  Fax: 803/323-2396  http://www.winthrop.edu/campuscenter

Office Use Only

_______Received _______Interviewed _______Hired