

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

APPLICATION PROCEDURE:

Application accepted until filled.

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



Application for Support Crew Member

DiGiorgio Campus Center

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: _____

Cell: () _____ - _____ E-mail: _____

Winthrop (WU) ID #: _____

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 #: _____

****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 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 ****

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							
11pm-12am							
12am-1am							
1am-2am							
2am-3am							

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

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