Dear Candidate:

In the application packet, you will find a SWARM (Summer Winthrop Area Residential Maintenance) Foreman job description that lists requirements and responsibilities of the position. You will also find the application form. Please be sure to provide your typed responses to the six questions on a separate piece of paper, and make sure you attach your responses to the application.

All applicants will be notified by e-mail concerning their job status and some candidates will be invited for individual interviews.

Applications are due to the Residence Life Office (237 DiGiorgio Campus Center) by no later than 5p.m., Thursday, February 23rd, 2017

On behalf of the Department of Residence Life, I would like to thank you for your interest in the SWARM Foreman position.

Sincerely,

John Timmons
SWARM Coordinator
Assistant Director of Residence Life
Name ___________________________  last first middle
Winthrop ID # ______________________________
Winthrop E-mail Address ______________________________
Local Address ___________________________________________
Home Address ___________________________________________
Local Phone Cellphone ______________________________
Permanent Phone ______________________________

**Academic Status At Time of Application:**

Number of semesters attended at Winthrop (including present term) ______________

Total # of hours completed __________________
.nextElement {do not include currently enrolled hours}
Cumulative GPA _______

# of hours earned last semester ______ GPA _______

Hours enrolled this current semester ______________

Graduation Date _______

Major _______________  Minor _______________

Will you be able to work all summer beginning Monday, May 8 to Friday, August 18, 2017 and also in April as needed to prepare initial set-up of the operation?  circle one:  YES  NO

Are you qualified for work study?  circle one:  YES  NO

Are you currently enrolled as a student at Winthrop University for Spring Semester 2017?  circle one:  YES  NO

Are you currently enrolled as a student at Winthrop University for Fall Semester 2017?  circle one:  YES  NO

Do you plan to be enrolled in summer school for any time during the summer months of 2017 while in S.W.A.R.M.?  circle one:  YES  NO — If “YES”, please specify time and dates on another sheet of paper.

Do you have other commitments during the summer months of 2017 that could interfere with the work schedule as Summer S.W.A.R.M. Foreman? Please explain:

________________________________________
________________________________________
________________________________________
________________________________________
SWARM foreman

[2]

Current Hall __________________ Current RLC/RD __________________ Current RA __________________

Previous Halls __________________ Previous RLC/RD(s) __________________ Previous RA(s) __________________

Have you worked within the Department of Residence Life before? circle one: YES NO
If “YES,” when and in what capacity? ___________________________

Have you worked with S.W.A.R.M. Crew before? circle one: YES NO
If “YES,” when? ___________________________

Work History

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates</th>
<th>Position Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References

List the names of the individuals and contact information of your references. A minimum of two are required. These references must come from a former employer, instructor, and/or Residence Director/Residential Learning Coordinator.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Title</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please respond to the following questions on a separate sheet of paper. Please type. Upon completion, attach to the application.

Applications without typed responses may not be given consideration.

1. What do you see as the purpose(s) of the Foreman?
2. What type of leadership/supervisor style would you implement with the S.W.A.R.M. crew?
3. How would you deal with adversities that may impact the effectiveness and efficiency of the S.W.A.R.M. operation?
4. What kind of qualities do you desire in crew members?
5. Discuss an innovative idea that will increase productivity of S.W.A.R.M.?
6. What qualities or experiences do you perceive in yourself that would contribute to your success in the position?
SWARM foreman

Have you ever been convicted of a crime other than a minor traffic violation? (D.U.I./D.W.I. convictions must be listed.)

Please check one. If yes, please list each charge.  YES [ ]  NO [ ]

Note: Omit minor vehicle violations and any offense committed before your 17th birthday, if the offense was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

<table>
<thead>
<tr>
<th>Charge</th>
<th>Where Convicted</th>
<th>Date</th>
<th>Disposition/Status</th>
</tr>
</thead>
</table>

I release to the Department of Residence Life access to my grades in order to check my GPA for job eligibility. I understand that Winthrop University’s Department of Residence Life may obtain a background check and an investigative consumer report from De Van and Associates, P. O. Box 212846, Columbia, SC 29221 for the purpose of evaluating me for employment.

I understand Winthrop University will utilize the services of the above named consumer reporting agency as part of the process used for considering me for employment. I also understand that if employment is granted, Winthrop University may obtain further information through subsequent investigation by a consumer reporting agency so as to update, renew or extend my employment. I understand that before I am denied employment based, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. If I disagree with the accuracy of the information in the report, I may contact the credit reporting agency from which the report was provided.

If it is determined that any untrue or misleading statement was made on this application, I accept that this may be cause for rejection of employment or dismissal. I also understand that if selected as a Swarm Foreman I may not hold any other employment nor enroll in summer academic day classes, and I must limit involvement in campus activities so there will not be a conflict with my SWARM foreman responsibilities. If my status changes in any of these areas, I must first consult with the Assistant Director of Residence Life/ S.W.A.R.M. Operations Coordinator before making any final commitment or final decision.

__________________________  _______________________
signature                    date

__________________________
signature
SWARM foreman

[Job Description]

Philosophy:
The purpose of the S.W.A.R.M. Team is to accomplish some of the many facilities-related tasks necessary for the successful operation of the Residence Life Program. By assisting with the workloads assigned to the Departments of Facilities Management and Property Control, the Department of Residence Life and the S.W.A.R.M. team can strive to reach the goal of optimal conditions in the residence halls.

As an employee of Winthrop University, The Division of Student Life, and the Department of Residence Life, you have an opportunity to influence the living/learning environment of all residents on campus.

Requirements:
- Must be willing to work regularly scheduled hours (8am - 5pm) at least 5 days per week or (8am – 6pm Monday - Thursday and 8am - Noon Fri).
- Must be able to begin work the Monday following graduation.
- Must be punctual, honest, and able to meet deadlines.
- Must not be enrolled in day classes (being 8:00 am to 6:00 pm).
- Must have been a student the previous semester, or enrolled for the next semester.
- Willingness to live by and support the policies of Winthrop University and to accept the responsibilities of the S.W.A.R.M. Foreman position.
- Willingness to interview S.W.A.R.M. crew applicants and perform preliminary tasks during Spring Semester.

Responsibilities:
- Report to the Assistant Director of Residence Life.
- Supervises the following operations:
  - Mattress inventory.
  - Detailed maintenance check of rooms.
  - Inspect all smoke-detectors in residence halls.
  - Perform administrative assistant duties for the Assistant Director of Residence Life.
  - Minor maintenance.
  - Painting.
  - Escort contracted service personnel when necessary.
  - Move furniture and storage items as necessary.
  - Work in cooperation and coordination with other departments on campus.
  - Clean all pieces of paint equipment.
  - Maintain a clean and neat work environment and public kitchen.
  - Maintain and update accurate time sheets.
  - Carry a Winthrop assigned cell phone during work hours and not leave the work site without permission from the Assistant Director of Residence Life.
- Maintains Budget.
- Submits summary report and budget summary when SWARM ends for the summer.
- Other duties as assigned.

Employment Details:
- A residence hall room at no charge is an optional bonus, when not enrolled in summer classes.
- Rate of pay is $8.50 per hour
- Vacation of one week per employee is optional (Can be taken only in July unless special permission is granted). There shall not be any monetary compensation for vacation days or holidays. Vacation requests should be submitted in writing to the Assistant Director of Residence Life at least one week in advance of the beginning of the vacation period.
- Employees are provided five staff shirts and a nametag that must be worn at all times when on the job.