Dear candidate,

In the application packet, you will find a SWARM (Saturday-Sunday Winthrop Area Residential Maintenance) Weekend Crew 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 two questions on a separate piece of paper and make sure you attach your responses to the application.

All applicants will be notified by email 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) no later than 5pm on the date due.

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

Sincerely,

John Timmons
SWARM Coordinator
Assistant Director of Residence Life
SWARM Crew (1)

please type or print neatly

Name ______________________________________  
Winthrop ID # ________________________________  
Local Address ________________________________  
Cell Phone______________________________  
Winthrop Email________________@winthrop.edu  
Home Address___________________________  
Permanent Phone_________________________

Academic Status At Time of Application

Number of semesters attended at Winthrop (including present term) __________________________  
Total # of hours completed (do not include currently enrolled hours) ____________________________  
Number of hours earned last semester_____ GPA ____

Major _________________ Minor __________________  
Cumulative GPA _______  
Hours enrolled this current semester ________  
Graduation Date ________  
Are you qualified for work study? YES   NO  
Will you be able to work the entire academic year? circle one: YES   NO  
Are you currently enrolled as a student at Winthrop University? circle one: YES   NO  
Are you currently enrolled or will enroll as a student at Winthrop University for upcoming semester? circle one: YES   NO  

Do you have other commitments during the current or upcoming academic year that could interfere with the work schedule as a weekend SWARM employee? Please explain: __________________________  
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Weekend Crew

Last                              First                          Middle
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 SWARM before?  circle one:  YES    NO
If YES, when and in what capacity? _____________________________________________________________________

Work History
Employer                  Dates                           Position Held
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

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.

Name                               Title                                                        Phone #              Email
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Please respond to the following questions on a separate sheet of paper. Applications without typed responses may not be given consideration. Upon completion, attach to the application.

1. Explain your reasons for applying for the SWARM Crew Position. 
2. What qualities or experiences do you perceive in yourself that would contribute to your success in this position?
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 weekend crew member I may not hold any other employment and I must limit involvement in campus activities so there will not be a conflict with my SWARM weekend crew responsibilities. If my status changes in any of these areas, I must first consult with the Assistant Director of Residence Life/SWARM Operations Coordinator before making any final commitment or final decision.

Signature ______________________  Date ________________

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.

Charge ______________________  Where Convicted ______________________  Date ______________  Disposition/Status ______________________

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

If YES, please list each charge.

circle one: YES NO
Philosophy

The purpose of the SWARM Team is to adequately manage the campus grounds during weekends when visitors often tour Winthrop University. By maintaining a clean and neat campus, weekend SWARM provides a quality environment for both residents and guests to enjoy. A secondary purpose of the SWARM Team is to maintain some of the many facilities-related tasks of summer SWARM, and, when necessary, address problems regarding MicroFridge units within the residence halls. By assisting with the workloads assigned to the Departments of Facilities Management and Property Control, the Department of Residence Life and the Weekend SWARM Team can strive to reach the goal of optimal conditions in the residence halls and on campus grounds.

As an employee of Winthrop University, The Division of Student Affairs, 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 (8:30am - 12:30pm, Saturday and Sunday) at least 3 weekends a month.
• Must be punctual, honest, and able to meet deadlines.
• Must be a student at the time of employment.
• Willingness to live by and support the policies of Winthrop University and accept the responsibilities of the weekend SWARM crew position.

Responsibilities

• Report to the Assistant Director of Residence Life and the on-site Foreman.
• Proper disposal of litter.
• Deliver special promotions to residence halls.
• Repair and relocation of Microfridges when necessary.
• Set up residence hall rooms for activities and events.
• Perform administrative assistant duties for the Assistant Director of Residence Life.
• Minor maintenance.
• Escort contracted service personnel when necessary.
• Move furniture, Microfridges, and storage items as necessary.
• Work in cooperation and coordination with other departments on campus.
• Work in cooperation with disciplinary and community service referrals.
• Clean all pieces of equipment.
• Maintain a clean and neat work environment.
• Maintain and update accurate time sheets.
• Other duties as assigned.

Employment Details

• Rate of pay is $8.00 per hour.
• Exemption from the work rotation may be granted by submitting a written request to the Assistant Director of Residence Life at least one week in advance. There shall not be any monetary compensation for days off due to the rotation schedule or exemption.
• Employees are provided two staff shirts and a nametag that must be worn at all times when on the job.
Rules and Regulations

• All employees will be responsible for tools, equipment, and supplies assigned to them. Missing or stolen tools, equipment, or supplies will result in a charge to the individual’s student account for the replacement cost.

• All tools, equipment, and supplies are expected to remain in a clean and neat working order.

• Quality of work should reflect a high standard of neatness and appearance.

• All safety procedures will be followed. There shall not be any time that an individual would endanger themselves or their coworkers by attempting to perform tasks that are beyond their capabilities.

• Tardiness in reporting to work or absenteeism will not be tolerated and may result in termination of the weekend SWARM position. Exemption from the work schedule must be approved by the Assistant Director of Residence Life at least one week in advance.

• Proper use and care of master keys is required. A lost master key or misuse of a master key may result in termination.

• All employees are expected to abide by all local, state, and federal laws in addition to all rules and regulation of Winthrop University, the Division of Student Affairs, and the Department of Residence Life.

• Staff t-shirts and nametags are provided for identification purposes. These must be worn at all times during working hours. Each crew member will receive two shirts. Any shirts intentionally damaged by the employee will not be replaced by the employer (Winthrop University), and the employee will be expected to replace any such damaged shirts.

• Termination of employment may result from a breach of contract and/or unsatisfactory performance.

• All weekend SWARM Team members must return all tools, equipment, and supplies to the proper locations at the end of each semester. An inventory of all items must be taken at the time as well as the SWARM room shall be kept neat and orderly. Team members risk individual charges or having their final paycheck withheld until the condition of the SWARM room meets the satisfactory approval of the Assistant Director of Residence Life.

• All weekend SWARM team members shall be responsible for recording and completing an accurate and honest timesheet for each pay period.