Dear candidate,

In the application packet, you will find a Microfridge and Cable 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 Microfridge and Cable Crew position.

Sincerely,

John Timmons
Assistant Director of Residence Life
Microfridge and Cable Crew

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 academic year that could interfere with the work schedule as a Microfridge/Cable employee? Please explain: __________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Current Hall ____________________ Current RLC/RD __________________ Current RA __________________
Previous Halls __________________ Previous RLC/RD(s) ______________ Previous RA(s) ______________
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?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

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
1.                                                                                             
2.                                                                                             
3. (optional)                                                                                   

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 Microfridge/Cable Crew Position.
2. What qualities or experiences do you perceive in yourself that would contribute to your success in this position?
### Microfridge and Cable Crew (3)

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

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**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.**

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<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 Microfridge/Cable Crew member I must limit involvement in campus activities and other employment so there will not be a conflict with my Microfridge/Cable responsibilities. If my status changes in any of these areas, I must first consult with the Assistant Director of Residence Life before making any final commitment or final decision.

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Signature           Date
Philosophy

The purpose of the Microfridge/Cable crew 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 Microfridge/Cable crew can strive to reach the goal of optimal conditions in the residence halls.

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 flexible hours during the week and some weekends.
• Must be punctual, honest, and able to meet deadlines.
• Must be a current student and plan to be a student the following semester.
• Willingness to live by and support the policies of Winthrop University and accept the responsibilities of the Microfridge/Cable Crew position.
• Must possess interpersonal skills to relate to clients.

Responsibilities

• Report to the Assistant Director of Residence Life
• Microfridge inventory.
• Respond to requests for Microfridge and cable.
• Perform administrative assistant duties for the Assistant Director of Residence Life.
• Minor maintenance.
• Update task and work request database.
• Escort contracted service personnel when necessary.
• Move furniture and storage items as necessary.
• Work in cooperation and coordination with other departments on campus.
• Proper use and care of master keys is required. A lost master key or the misuse of a master key may result in termination.
• Maintain and report time on Wingspan.
• Other duties as assigned.

Employment Details

• Rate of pay is $8.00 per hour.
• Employees must wear WU ID Name Tag when on job.