**Campus Center & Event Services Student Job Descriptions and Application**

**Information Center Assistant (ICA)** will serve as the first point of contact for community members and visitors entering the Campus Center. The Information Assistant will provide campus information and directions and maintain an inventory of printed materials from university departments and programs as well as the surrounding area. The Information Center will serve as the communication hub for Campus Center staff on duty, with telephone and radio access to building and administrative staff as needed. Information Assistant must have outstanding telephone and personal communication skills; be reliable, resourceful, and knowledgeable about the Campus Center and the University; serve as ambassadors for the University and the Campus Center and comfortable working amidst crowds as well as working alone. Being available to work an early morning and/or weekend shift throughout the semester is required for this position

**Event Staff Assistant (ESA)** will provide event support for room set-up/changeovers to light cleaning during major events. Will act as primary support for the Building and Events Manager and the professional staff while on duty. He/She may produce and post banners and signs throughout the campus. Event staff must be reliable, willing and able to work a variable schedule of evenings, weekends and mornings. This position will require you to travel to various locations campus-wide, move furniture, interact with a variety of customers, and be technically inclined or willing to learn technical set-up, operating, and trouble-shooting skills. Lifting objects up to 30-40 pounds is required.

**Game Room Attendant:** will provide frontline customer service in the UMass Boston Campus Center game room. He/She will provide general Game Room information and maintain a comprehensive knowledge of all game consoles, games, board games, and billiard pool table. This position will allow you to serve as a key member of the Campus Center team and the university community where students will exercise outstanding customer service and communication skills. All duties will be performed in a friendly, professional, and courteous manner at all times. Event staff must be reliable, willing and able to work a variable schedule of evenings, weekends and mornings.

**Assistant Building and Events Manager** **(ABEM)** will work alongside the Building Manager to provide primary and/or supporting staff coverage for campus during all operating hours. This position is a gateway role to becoming a Building and Events Manager. He/she will shadow the Building and Events Manager in the duties they perform and may be given independent projects/duties as assigned by his/her supervisor or other senior staff. Must be able to take initiative as well as demonstrate the potential to develop the leadership, customer service and communication skills. Alongside the Building and Events Manager, he/she will supervise Event Staff and Information Desk Assistants while on duty. Candidate must be available to work mornings, nights, weekends and holidays. To ensure a fulfilling experience, student’s graduation date **must not** be less than 2-years (4-semesters) at the time of the application process. *(Candidate* ***must*** *work one full semester as an Event Setup Assistant OR have prior experience in event management/operations to be considered)*

**Building and Events Manager (BEM)** will provide primary staff coverage for Event and Conference Services during normal operating hours. Will be responsible for opening and closing of the facility, supervising and leading others during their shifts, ensuring safety, security, and customer service standards are met and resolving problems while on duty. Will be responsible for managing Assistant Building and Events Manager, Event Staff and Information Desk Assistants while on duty. as well as facility or user emergencies, problems, or incidents. BEMs are expected to serve as a role model for the other student staff. Will work with fulltime professional staff as well as student staff in managing the facilities and events. Lifting objects up to 30-40 pounds is required. BEMs must demonstrate problem solving, leadership and management skills, including outstanding customer service, oral and written communication skills, and the ability to manage difficult people and situations as well as provide training and performance feedback to peers. Available to work mornings, nights, weekends and holidays are essential for this position. *(Candidate* ***must*** *enroll into the training program for the Assistant Building and Events Manager program for at least one semester prior to becoming a Building and Events Manager)*

**Conditions of Employment**

Must be an enrolled UMass Boston **undergraduate** student. Required to have a 2.0 cumulative GPA at time of employment. Must maintain a 2.0 semester GPA while in the position. If a semester GPA is below a 2.0, the staff member will be removed from the position. Must be in good conduct standing with the University. Staff member will receive on-going feedback and evaluations throughout the course of employment and must maintain satisfactory performance of duties as well as academic conditions in order to continue employment. Must be able to lift a minimum of 15 pounds (e.g. equipment). All positions are subject to other duties as assigned*.*

**Campus Center and Event Services Student Part-time Job Application**

**Campus Center Administration, U330, Campus Center**

Phone: (617) 287-4800 | Email: CampusCenter.Ops@umb.edu

Date: Click here to enter a date.

First Name: Click here to enter text.

Last Name: Click here to enter text.

Student ID: Click here to enter text.

Social Security #: Click here to enter text.

Local Address (#, Street, City, Zip): Click here to enter text.

Phone #: Click here to enter text.

Email: Click here to enter text.

Federal Work Study: [ ] Yes [ ] No [ ] Unsure

Amount Allotment ($$): Click here to enter text.

Status: [ ]  U.S. Citizen [ ]  International Student

Major: Click here to enter text.

Student: [ ] Graduate [ ] Undergrad [ ] Non-degree

Expected Graduation: [ ]  Fall [ ]  Spring

Year: Click here to enter text.

How many semesters have you studied at UMASS Boston (put N/A if a freshman): Click here to enter text.

Which Campus Center staff position are you interested in? (Check all that apply):

 [ ]  Information Center Assistant (ICA) [ ] Event Setup Assistant (ESA) [ ] Game Room Attendant

Please state (in 1-3 sentences) why you are interested in the position you have chosen:

 Click here to enter text.

Have you ever worked on campus before? [ ] Yes [ ] No

**Employment History (or attach a current résumé)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Employment | Name of Organization | Position | Duties & Responsibilities | Reason for Leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Please list (in 1-3 lines) any special technical skills, experience, or interests you may have (i.e., word processing, computer skills, etc.

Click here to enter text.

**References**

**Please provide (2) references whom you have known at least (1) one year and who are not related to you**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Phone Number | Relationship | Years Known |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**PLEASE COMPLETE THE ATTACHED AVAILABILITY FORM**

**a print out of your class schedule from wiser student information system must accompany this form**

**IMPORTANT:** I declare that the information provided is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I also authorize the verification of any and all information provided above.

Signature: Click here to enter text.

Date: Click here to enter a date.

**NOTE: Submission of this application does not guarantee an interview and/or employment. All applications are kept on file for *2- semesters* and will be discarded thereafter. You will need to reapply after this time.**

**Instructions on submitting application:**

1. Please complete application above and fill out your availability for the upcoming semester.
2. Attach a copy or screenshot of your class schedule which can be found on your student Wiser account.
3. Printed applications may be submitted to the Administration Office (Campus Center and Event Services) located on the UL of the Campus Center, Room 330 (across from undergrad admissions).
4. Electronic applications may be emailed to CampusCenter.Ops@umb.edu

**CAMPUS CENTER SEMESTER AVAILABILITY AND CLASS SCHEDULE**

\*\*\* A PRINT OUT OF YOUR CLASS SCHEDULE FROM THE “WISER” SYSTEM MUST ACCOMPANY THIS FORM \*\*\*

Name: Click here to enter text. Today’s Date: Click here to enter a date. Graduation Date: Click here to enter text.

Minimum Hours: Click here to enter text. Maximum Hours: Click here to enter text.

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| *1. Place a “C” for classes.**2. Place an “A” for availability to work.**3. Please do not leave blank boxes.**Please try to be as flexible as possible as your work schedule will be a combination of your availability and that of the others.*ICAs, ABEMs, & BEMs SHOULD BE AVAILABLE TO WORK AT-LEAST ONE OPENING, CLOSING AND WEEKEND SHIFT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TIME | SUN | MON | TUES | WED | THURS | FRI | SAT |
| 7:00-8:00AM |  |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  |
| 8:00-9:00 |  |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  |
| 9:00-10:00 |  \_\_\_\_ |  \_\_\_\_ |  \_ \_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 10:00-11:00 |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 11:00-12:00 |  \_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 12:00-1:00PM |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 1:00-2:00 |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 2:00-3:00 |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 3:00-4:00 |  \_ \_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 4:00-5:00 |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 5:00-6:00 |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |
| 6:00-7:00 |  |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  |
| 7:00-8:00 |  |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  |
| 8:00-9:00 |  |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  \_\_\_\_ |  |

 |

Additional Notes: Click here to enter text.