

FSU  **Campus Recreation**
LEACH RECREATION CENTER

*Those who are hired Must Attend Mandatory Training
Training Dates: Sunday, January 3rd – Tuesday, January 5th*

POSITION TITLE: Equipment/Control Desk Attendant

Requirements:

1. *Must be available to work for 3 consecutive semesters.*
2. *Must be able to attend mandatory training dates.*
3. *Work Ethic:*
 - *Must be able to work well with supervisors, employees and participants.*
 - *Personable (not shy), helpful and exhibits a positive attitude in dealing with patrons.*
 - *Teachable, dependable and highly motivated to work hard/carry out responsibilities.*
 - *Good communication and observation skills and initiative.*
4. *Preference will be given to full time Florida State University students.*
5. *Current certifications in Standard First Aid/CPR are preferred.*

Responsibilities:

1. *Responsible to the Director of Facilities, Building Supervisors and Lead Workers.*
2. *Scope: The Leach Center Equipment/Control Desk Member Assistant is responsible for all details surrounding access control, rental equipment use and control, locker renewals, memberships, and racquet sports reservations by checking the valid use eligibility of patrons. Furthermore, the Equipment/ Control Desk Member Assistant may be asked to assist with special programs, events, and any other duties necessary for quality services.*

** We will be accepting applications no later than Sunday, November 29th*

** We will begin our interview process FINALS WEEK, December 7th – 11th*

In order to be considered for this position you must detach this form and keep for your information.

FSU  **Campus Recreation**
LEACH RECREATION CENTER

BOBBY E. LEACH CENTER
FRONT DESK EMPLOYMENT APPLICATION
Spring/Summer/Fall 10

PLEASE PRINT CLEARLY

Name: _____ *Student ID #* _____
first last

Local Address: _____ *Local Phone:* _____

city state zip *Alternate #:* _____

Email Address: _____

Year in College: __Freshman __Sophomore __Junior __Senior __Graduate

Major: _____ *Minor:* _____

Anticipated Date of Graduation: _____

Member of any clubs and/or organizations: _____

Related to or know any Campus Recreation employees? _____ Yes _____ No

If Yes, please give name and relationship: _____

Are you currently a user of the Leach Center and somewhat knowledgeable of current policies? _____ Yes _____ No

Briefly describe a current policy and explain the possible rationale for that particular policy

What is your personal definition of attitude? _____

Describe a couple of things that really bother you: _____

Describe yourself in 5 words: _____, _____, _____, _____, _____

Briefly explain why you want to work at the Leach Center and how you can contribute to our environment: _____

Have you ever had a job that involved customer service? _____ Yes No

If Yes, Where? _____

What were your responsibilities? _____

Do you currently hold any certifications, special training, knowledge, skills or abilities that would be of value to your job at the Leach Center?

List References (Must be Florida State University Faculty/Staff or previous employer)

Name: _____ *Relationship* _____ *Phone Number:* _____

Name: _____ *Relationship* _____ *Phone Number:* _____

Authorization:

I hereby authorize Campus Recreation to verify all information contained in this application. I certify that the above statements are true and correct to the best of my knowledge. I further understand that any false statements made on this application may be grounds for immediate discharge or rejection from consideration for further employment. I certify that I am currently enrolled at Florida State University and understand that this application will be kept on file only for the semester indicated on the front. I have read and detached the cover sheet and am fully capable of meeting the listed obligations.

Signature: _____

Date: _____