



Application for On-Campus Employment

**Deadline:
March 31**

PERSONAL INFORMATION (print clearly with dark ink)

LAST NAME	MIDDLE INITIAL	FIRST NAME
ADDRESS WHILE AT SCHOOL		TELEPHONE NUMBER (INCLUDE AREA CODE)
PERMANENT ADDRESS (IF DIFFERENT THAN ABOVE)		PERMANENT TELEPHONE # (IF DIFFERENT THAN ABOVE)
KING'S EMAIL ADDRESS		RESIDENCE ROOM EXTENSION (IF APPLICABLE)
Ensure you check your King's email address often!		

JOB DESCRIPTIONS

Please put a check (☑) beside the positions you are most interested in. While previous experience is not mandatory for most positions, it is recommended that you apply for jobs for which you have previous experience where possible to increase your chances of obtaining employment.

ACADEMICS

- Student Tutor**
Several positions available of one to three hours per week. This position may be used to supplement another campus position.
Duties: to provide tutoring for students experiencing difficulty with a particular class or subject.
Requirements: tutors must be successful students in the area or class for which they seek to tutor.
Subject(s) of interest: _____

ATHLETICS

- Equipment Room Attendant/ Fitness Centre Attendant**
Several positions available. Shifts available of 2-3 hours per day for 6 days per week.
Duties: Aid fitness centre users in the use of fitness equipment and light housekeeping duties to maintain centre. Manage equipment room and equipment use during school hours and some evenings and weekends, as well as other office related duties as assigned.
- Game Day Staff**
Several positions available of four to six hours per week.
Duties: Event scorekeeping, timers, ticket sales, line officiating, announcing during weekend basketball and volleyball games.
Requirements: Experience at the high school and/or university level is an asset.

- Event Manager**
Two to three positions available of four to six hours per week.
Duties: Set up and take down of gym equipment for home basketball and volleyball games. Aid in the management of home soccer games, as well as other duties as assigned.

CAMPUS BOOKSTORE

- Bookstore Assistant**
Five positions available of five to ten hours per week during the academic year. A summer position is also available.
Duties: Cashiering, customer service, receiving merchandise, restocking store, cleaning.
Requirements: Retail experience an asset; must be friendly, positive and reliable.

CONFERENCE SERVICES

- Audio/Visual Technician**
One to two positions available of approximately ten hours per week. Summer employment is also a possibility.
Duties: Provide audio/visual (A/V) equipment and support to both university and external clients including set-up, operation, and take down of equipment.
Requirements: Excellent interpersonal skills and initiative, experience with operation of A/V equipment an asset, training provided.

FOR OFFICE USE ONLY:

DATE RECEIVED

RESUME ATTACHED

NOTES:

Continued on back....

JOB DESCRIPTIONS (Continued)

Host/Hostess

One position available. Hours vary. Summer employment is also a possibility.

Duties: Greet and assist campus visitors, hand out keys to larger visiting groups, etc.

Requirements: Pleasant disposition, strong interpersonal skills, must enjoy working with the public.

FACILITIES DEPARTMENT

Student Custodian

Five to nine positions available. A number of full-time positions are also available for the summer months.

Duties: Daily general cleaning of facilities, maintaining and cleaning guest rooms, event set-up and tear-down. Some snow removal.

Requirements: Ability to work well with others or independently, ability to perform physical labour, willingness to work varying hours.

Groundskeeper/Light Maintenance

One or two positions available. Full-time positions are also available for the summer months.

Duties: Snow removal, grounds keeping including garden and lawn maintenance, painting and light carpentry and other light maintenance duties.

Requirements: Ability to work well with others or independently, ability to perform physical labour, willingness to work varying hours.

Student Security Guards

Five to nine positions available. Building security is required Monday – Friday, 5:00 pm – 11:00 pm, Saturdays and Sundays 7:00 am - 11:00 pm for a total of nine shifts.

Duties: Careful attention to ensure the safety and security of the building as well as sharing some reception duties.

Requirements: Responsible, prompt, alert, sensitive, common sense when dealing with visitors, attention to detail, ability to make good judgements, good observation skills and ability to work independently. Experience in security an asset.

Student Overnight Security Guards

One or two positions available. Building security is required nightly (including weekends) from 10:00 pm until 7:00 am. If desired, a larger tower apartment with a full kitchen is available for the security guards to rent. Students who live in this apartment are not required to purchase a meal plan. This position is paid through a \$300/month rent subsidy per person towards whatever on-campus housing the student chooses.

Duties: Students are on-call at night, but may sleep in their room while on shift. They must answer the phone in case of an emergency and respond accordingly.

Requirements: Responsible, prompt, alert, sensitive, common sense when dealing with visitors, attention to detail, ability to make good judgements, good observation skills and ability to work independently. Experience in security an asset.

FOOD SERVICES

Food Service Worker

Multiple positions available. Hours may vary.

Duties: Cashier, refilling beverage coolers, stock shelves, washing dishes and pots, washing tables and counters after meals, washing floors after meals, making coffee, helping with food preparation, bringing out the garbage and recycling, other duties assigned as needed.

Requirements: Initiative, sanitary habits, enthusiasm, ability to work well with others, must enjoy working with the public, friendly, reliable, punctual, and honest. Experience in the food service industry is an asset.

LIBRARY

Library Assistant

Seven positions of approximately ten hours per week. Evening and Saturday shifts required. Work period extends through exam week of both terms.

Duties: Attending to the circulation desk, shelving books, filing, typing and other duties as required.

Requirements: Initiative, able to work independently, typing/computing skills, ability to bend, stoop and lift (up to 40 lbs), attention to detail, reliable and good interpersonal skills.

RECEPTION

Student Front Desk Receptionist

Multiple positions available of up to ten hours per week.

Duties: Greeting visitors, providing direction and information about the university, responding to and directing incoming phone calls, receiving and distributing mail, student assignments and deliveries, providing clerical support, using computer, photocopier, fax and postage meter.

Requirements: Pleasant disposition, strong interpersonal skills, computer skills and problem solving abilities.

STUDENT LIFE

Note-Taker

Several positions available of three to six hours per week.

Duties: Taking notes for students with documented need for this service, attend classes with student requesting service. Note-takers must be returning students and may not be enrolled for the class for which they are taking notes.

Requirements: Excellent note-taking and interpersonal skills. Preference given to those who have the same area of study as the student requiring the service.

There are many opportunities out there for jobs and it is usually just a matter of knowing where to look for them. Here are some suggestions:

- On line job boards
- Company Web sites
- Employment centres
- Federal Student Work Experience Program (FSWEP)
- Connections (family, friends, relatives, etc.)
- Newspapers (city, community and student papers) and bulletin boards on campus
- Temporary employment agencies
- Seasonal/holiday hiring

IMPORTANT! Before starting a part time job, be sure to ask how flexible an employer is willing to be with your class and exam schedule.

AVAILABILITY

In order to help us determine your availability for campus employment during the school year, please attach a copy of your fall and winter timetables showing your class schedule for the year. In addition, please indicate any times which you are not available to work due to other commitments.

I have attached a copy of my Fall/Winter timetables: **YES** **NO** (check one)

If no, why not? _____

I am interested in working during the: **SUMMER** **FALL** **WINTER** (check all that apply)

I am available to work on weekends: **YES** **NO** (check one)

DECLARATION

I certify that all information contained within this application, including attached documentation, is true and complete in all respects and that no pertinent information has been withheld. I understand that falsifying or omitting information on this application may result in immediate and permanent dismissal from the position(s) applied for. Falsified documents may be referred to the appropriate authorities for prosecution.

Signature

Date

SUBMITTING YOUR APPLICATION FOR CAMPUS EMPLOYMENT

- If March 31 falls on a weekend, applications will be accepted the following Monday until 4:00 p.m.
- Ensure that you are submitted all required information by reviewing the steps below:

- | | |
|---|--|
| <input type="checkbox"/> Completed and signed the application | <input type="checkbox"/> Informed the persons you have indicated as references |
| <input type="checkbox"/> Attached a current resume | <input type="checkbox"/> Attached recommendation letter(s) (<i>optional</i>) |
| <input type="checkbox"/> Attached your class schedule | |

Drop off or Mail your completed application to:

Attention: Manager of Financial Aid
Enrolment Services
The King's University College
9125 – 50 Street NW
Edmonton, AB T6B 2H3

You may also FAX your application and resume with a cover page attention to the Manger of Financial Aid (please number pages).

Fax number: (780) 465-3534

PLACEMENTS & APPLICATION RESULTS

All applications completed in full and received on or before March 31 will be considered. Applications received after March 31 will be kept for the school year as hiring is ongoing throughout the academic year should positions become available.

Applicants will typically be contacted during the summer months directly by the department wishing to interview them; although some departments choose to hire after the semester begins.

Due to the large number of applicants only those selected for interviews will be contacted.

QUESTIONS?

Lesley Huska, Manager of Financial Aid

Enrolment Services

lesley.huska@kingsu.ca

780.465.3500 ext. 8117

toll free: 1.800.661.8582

www.kingsu.ca