



SAAC FACILITY MANAGER APPLICATION

For Summer 2012

Completed applications are due by 5:00pm on Friday, February 17, 2012.

Mission Statement

The mission of the Student Activity and Academic Center is to provide activities and opportunities to help our members grow in all areas of human development, including physical, intellectual, spiritual, and social development. We will unite our various constituents through intentional programming and events designed to serve the entire membership community.

Student Activity & Academic Center
Emory University
SAAC Facility Manager Application Form

Name: _____ Emory P. O. Box #: _____

Permanent Address: _____

Current Phone #: _____ Cell Phone #: _____

Email Address: _____

Emory ID # (7 digit #): _____

Current Year in School: 1 2 3 4 5

GPA Cumulative: _____ GPA Fall '11: _____

Are you eligible for work study in the academic year? Y N

References:

Please include one Campus Life representative (if possible) and at least one former employer.

Name: _____

Position and Company/Organization: _____

Phone Number: _____

Name: _____

Position and Company/Organization: _____

Phone Number: _____

Remuneration:

You must be eligible to work for the summer and the upcoming academic year.

SUMMER: A furnished private bedroom at Clairmont Campus will be provided during time of summer employment. This also includes utilities and cable. Parking is **not** included. You are required to work fifteen (15) hours per week during the summer and attend all bi-weekly staff meetings.

Please respond to the following questions on an additional sheet of paper.

1. Why would you like to be a SAAC Facility Manager and what do you hope to gain from this position?
2. Describe any skills you have gained in previous employment positions or extracurricular activities that would pertain to the role of SAAC Facility Manager.
3. Describe your strengths and how they may apply to this position.
4. Describe your weaknesses and how they may apply to this position.
5. What do you expect of a supervisor?
6. Of the positions you've held, which one did you enjoy the most? The least? Explain.

I attest that the information included in this application is true to the best of my knowledge, and falsifying or omitting pertinent information may be grounds for dismissal if I am hired.

Signature of Applicant: _____ Date: _____

Please submit the following to apply:

- A completed application form.
- A résumé and listing of activities in which you are involved.

Personal delivery of an application can be made at the Student Activity and Academic Center or via post to:

Student Activity and Academic Center
Attn: Timber Hines
Emory University
1946 Starvine Way
Decatur, GA 30033

Applications may also be faxed to 404-712-2449. Candidates are encouraged to hand deliver their applications to the SAAC Information Desk (1946 Starvine Way) or submit via email (to saac_jobs@learnlink.emory.edu) to ensure timely delivery.

Student Activity & Academic Center
Emory University
Position Description
SAAC Facility Manager

Each SAAC Facility Manager reports directly to the Assistant Director and performs a variety of duties that assist in the operation of the SAAC. These important positions will challenge the abilities of those hired and offer them valuable skills in communication, management, and organization. Facility Manager hours are tentatively Monday through Friday, 9:00am to noon; Saturday, 7:45am to noon; and Sunday, 7:45am to noon. Although weekly schedules will vary, SAAC Facility Managers will work approximately 12-15 hours per week. Staff members must work together to cover all shifts on the weekly schedule, including weekend shifts.

Responsibilities for positions include, but are not limited to:

- Work closely with the building manager
- Perform set-up for various reservations throughout the building and grounds, which includes physically arranging rooms in necessary.
- Routinely test and record chlorine and pH levels in the three SAAC pools.
- Clean the pools, pool equipment, and pool deck. Includes vacuuming, picking up trash, emptying skimmer baskets, etc.
- Carry out routine maintenance on clay tennis courts. Includes rolling, brushing, scarifying, etc.
- Maintain outdoor and indoor facilities.
- Conduct all interactions professionally.
- Assist in establishing and enforcing building policy.
- Respond to emergencies and contact appropriate agencies to assist.
- Empty building recycling or trash containers as needed.
- Report any defects or damages to equipment or facilities including necessary routine repairs.
- Attend a mandatory orientation training session prior to working. Attendance at training events is mandatory unless your absence is approved in advance by the Associate Director and Staff Coordinator.

- All Facility Managers must stay locally and be available to work until the residence halls close each semester, unless they have written permission from the Director at least two weeks in advance of the end of that semester.
- Serve as a resource/referral person for SAAC members by responding to requests for information about our facilities and Emory. Be helpful, friendly, and willing to assist SAAC members in any way possible.
- Completing additional duties as assigned.

Qualifications:

- Must be an Emory student in good academic and judicial standing with at least sophomore standing at the time of employment; or the partner/spouse of an Emory student currently living on the Clairmont Campus.
- Must possess a current, valid CPR training certificate. You can take this class on your own or we will arrange for one at the beginning of the summer.
- Must be able to lift/move up to 50 pounds.
- Must be able to work outdoors in summer temperatures.
- Must be able to demonstrate attribute of both a team player and a leader.
- Must possess excellent customer service skills.
- Must be able to serve as a resource for and a positive representative of Emory University.

Remuneration:

- **SUMMER:** A furnished private bedroom at Clairmont Campus will be provided during time of summer employment. This also includes utilities and cable. Parking is *not* included. You are required to work fifteen (15) hours per week during the summer and attend all bi-weekly staff meetings.

For Additional Information Please Contact:

Timber Hines, Associate Director

Student Activity and Academic Center

Emory University

1946 Starvine Way

Decatur, GA 30033

Phone: (404) 712-2435 Fax: (404) 712-2449

Saac_jobs@learnlink.emory.edu

Emory University is an equal opportunity/affirmative action employer.

Updated 11/11