



SAAC MANAGER APPLICATION

For summer 2009 and
academic year 2009-2010 positions

Student Activity & Academic Center
Emory University
SAAC 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 spouse/partner

GPA Cumulative: _____ GPA Fall '08: _____

Are you eligible for work study? Y N

Please indicate the term(s) in which you are interested in working:

- Summer: May 12, 2009 - August 26, 2009 (Staff training: April 20-April 24 times/days:TBA)
- Academic Year: August 27, 2009 - May 11, 2010
- Summer and Academic Year: May 12, 2009 - May 11, 2010

Do you presently work on campus? Y N If yes:

Department name: _____ Total hours per week: _____

Supervisor's name: _____ Telephone #: _____

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: _____

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

1. Why would you like to be a SAAC 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 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: _____

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

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
Position Description
SAAC Manager

Each SAAC Manager reports directly to the Staff Coordinator and performs a variety of duties that assist in the operation of the SAAC. These important positions will challenge the abilities of those chosen and offer them valuable skills in communication, management, and organization. Managers work one of two roles on a shift: facility manager or desk manager. Facility manager hours are tentatively Monday through Friday, noon to midnight, Saturday, 7:15 am to midnight, and Sunday, 8:45 am to midnight. Desk manager hours are tentatively Monday through Friday, 5:00 pm to midnight, Saturday, 7:30 am to midnight, and Sunday, 9:00 am to midnight. (These hours are reduced during the summer and academic breaks, and may be extended on University holidays when professional staff members are not working.) Although weekly schedules will vary, SAAC Managers will work approximately 8-12 hours per week. Staff members must work together to cover all shifts on the weekly schedule, including any early morning and late night shifts. SAAC managers are not required to work during academic break periods, but may work extra hours if available to help with coverage.

Responsibilities for both manager positions include, but are not limited to:

- Act as communication liaison between members and professional staff.
- Conduct all interactions professionally.
- Maintain security and services of the building, including the biometric handscanning system used to admit members to the membership area.
- Conduct regular tours of the entire facility to ensure safety and security of members as well as enforcing policies, monitoring use of facilities, counting occupancy and greeting members.
- Open and close the building.
- Assist in establishing and enforcing building policy.
- Respond to emergencies and contact appropriate agencies to assist.
- Supervise the main information desk.
- Oversee the University and community activities held in the building.
- Verify the set-up of various audio-visual equipment and catering requests in meeting rooms and locations throughout the building and grounds as well as physically arranging rooms if necessary.

- Serve as a public relations and resource person to the members of the groups using the building and facilities.
- Sell memberships, guest passes, 14-visit passes, Get Fit punch cards, parking passes, merchandise, stamps, and locker rentals.
- Open and close out the cash register each day, prepare individual shift reports and deposits for the cash register, monitor and replace change, and monitor sales of merchandise for each shift.
- Collect receipts and punch cards at the beginning of each fitness class to ensure that all participants have paid for the class.
- Set up badminton and volleyball equipment in the gym as requested.
- Take reservations for study rooms and tennis courts on a daily basis.
- Sign out equipment to members.
- Sign in and out packages to residents on the Clairmont Campus.
- Attend mandatory biweekly staff meetings to discuss upcoming events, news, and concerns.
- Serve as a resource/referral person for SAAC members by responding to requests for information about our facilities and Emory.
- Provide tours for prospective members.
- Empty building recycling 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 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.
- 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 be able to commit to the entire academic year for dates of employment.
- 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 and fall.
- Must be able to demonstrate attributes of both a team player and a leader.
- Must possess an excellent customer service orientation.
- Must be able to serve as a resource for and a positive representative of Emory University.
- Experience within a PC/Windows XP environment is helpful.

Remuneration:

- SAAC Managers will be paid \$9 per hour.

Please Submit the Following to Apply:

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

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 1/09