



SAAC DESK MANAGER APPLICATION

For Summer 2012 and
Academic year 2012-2013 positions

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 Desk 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.

ACADEMIC YEAR: An hourly rate of \$9.00/hour will be paid for hours worked during the academic school semester.

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

1. Why would you like to be a SAAC Desk 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 Desk 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 Desk Manager

Each SAAC Desk 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. Desk Manager hours are tentatively Monday through Friday, 9:00am to midnight, Saturday, 7:45 am to midnight, and Sunday, 7:45 am to midnight. Although weekly schedules will vary, SAAC Desk Managers will work approximately 8-12 hours per week. Summer SAAC Desk Managers are required to work 15 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 Desk Managers are not required to work during academic break periods, but may work extra hours if available to help with coverage.

Responsibilities for 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. Assists with mail delivery.
- 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 the Associate Director and Staff Coordinator approve your absence in advance.
- All Desk 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:

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- **ACADEMIC YEAR:** An hourly rate of \$9.00/hour will be paid for hours worked during the academic school semester.

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 11/11