

Application for Employment

Recreational Services: REC Service Center Attendant and/or Main Office Assistant



3 Keaney Road, Suite 1
Kingston, RI 02881
(401) 874-2141

PLEASE PRINT

Personal Data: - Please complete and be accurate when filling out application.

*A copy of your student class schedule from URI Enrollment Services is **required**.*

Position(s) applying for: _____ Date of application: ____/____/____

Name: _____ Student I.D. #: _____
 LAST FIRST MIDDLE

Class: _____ Age: _____ D.O.B.: _____

Campus Address: _____
 STREET TOWN/CITY STATE ZIP CODE

Cell Phone #: _____ Campus Phone #: _____

E-Mail Address: _____

Permanent Address: _____
 STREET TOWN/CITY STATE ZIP CODE

Permanent Phone #: (_____) _____

Have you been awarded **College Work Study** through URI's Financial Aid Office?

No _____ Yes _____ - If yes, amount allotted per semester. \$ _____

(Please Note: Applicants with Work Study will have first priority.)

Employment Opportunities:

A. **Rec Service Center Attendant:** *General Job Responsibilities*

- Verify valid URI encoded Students/Mackal Membership Card
- Familiarity with proper procedures for utilizing computerized equipment check out, membership verification, etc.
- Knowledge of all Facility Policies & Procedures
- Primary contact for patrons who are utilizing the facility and registration for departmental programs
- Process all memberships for aquatic classes; Mackal & Pool Pass memberships; MFP registration; etc.
- Proper use of cash register & credit card machine
- General typing and computer skills with Microsoft based software

B. **Clerical-Office Assistance for Recreational Services:** *General Job Responsibilities*

- Answering Telephones using proper phone etiquette
- Primary contact with individuals who are utilizing the facility and registering for departmental programs
- General typing skills
- Filing; copying; faxing; run errands on campus; etc.

General Information: please complete the following information.

1. What past job experience, if any, do you have for the position(s) which you are applying for?

2. How would you describe yourself?

3. What computer skills and experience do you have?

4. What motivates you to put forth your greatest effort?

5. Briefly explain why you should be hired rather than some other applicant:

Please list one (1) reference from previous employment:

Name: _____ Job Title: _____

Phone #: (_____) _____ Agency or Affiliation: _____

Please return the completed application to the Office of Recreational Services. All applications will be evaluated by the Director of Recreational Services. A phone interview will be conducted to those individuals who are qualified. All other applicants will be notified by mail if they were not selected.

If the Office of Recreational Services offers you a position, you will be required to attend mandatory staff training sessions at which time the appropriate paperwork will be filled out, workers schedule and pay rates will be reviewed and all policies and procedures will be reviewed.

THANK YOU & GOOD LUCK!