Texas A&M University
Department of Recreational Sports

Part-time Job Announcement

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<th>Position Title</th>
<th>Banquet Services Staff</th>
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**Job Description**
This entry level position is responsible for the setup and takedown of banquet and special events that take place in the activity rooms (1130, 2229, 2225, 2221, 243 and the Terrace.) No experience necessary. Everyone will be trained on duties.

**Required Certifications**
No certifications are required. Current certifications in CPR/AED and First Aid are preferred. Satisfactory completion of staff training by the Department of Recreational Sports is required upon hiring. All applicants are subject to a criminal background check.

**Work Hours/Anticipated Schedule**
There are no set hours but there events scheduled throughout the day and evenings. If hired, you must work at least one football tailgate party and one graduation reception. All applicants must be willing to work a minimum of one year. Applicants are limited to a total of 29.75 hour per week for all jobs where he/she is employed by a Texas A&M entity.

**Additional Information**

**Student Technician I Responsibilities**
- Setup or takedown of tables and chairs for banquets or lecture style events.
- Setup of takedown of audio and visual equipment (sound system, microphone, LCD Projector, etc.)
- Setup or takedown portable staging.
- Setup or takedown pipe and drape.
- Clean tables at the conclusion of the event.
- Wash and iron linens (if necessary)
- Other duties as assigned

**Environmental Conditions**
- Physical requirements include bending, lifting and moving equipment of up to 40 pounds

**Pay Rate**
- Starting pay rate for Banquet Services staff is $9.25/hour.
- Upon successful completion of training in the setup and takedown of equipment, the employee is eligible for a promotion to Student Technician II. Additional duties include on-site supervision for the event and a pay raise changes to $11.00/hour.

**How To Apply**

*Required Application Materials (all materials must be included for consideration):*
1. Completed Availability Form (follows this page)
2. Applications are due by Tuesday, June 6 at 5pm. They can be emailed to popal@rec.tamu.edu or dropped off during business hours at the second floor reception area (202 Student Recreation Center).

**NOTE:** All applicants must be currently enrolled students at any institution of higher learning.

**Interview and Training Information**
You will be notified by **Thursday, June 8** via email as to whether you have been selected for an interview/position.

If personal interviews are necessary, you will be e-mailed the interview schedule.
### Contact Information

For more information about this job, please contact:

Paula Opal 979-845-3076  
popal@rec.tamu.edu
Rec Sports Banquet Services Staff  
Summer 2017 Availability Form

Name: _______________________________  Student Status: _______________________________

Phone: ______________________________  Email: ______________________________

UIN: _______________________________

Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are unavailable - to work during a normal week for the summer semester (allow for travel time between classes).

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If your work availability begins/ends on the half-hour or quarter-hour, make an appropriate notation. For example, if you can work on Mondays, from 6 a.m. to noon and 2:30 p.m. to 6:30 p.m., it would look like:

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I verify that I have completed this availability form in accordance with my schedule and that if hired I would be willing to work the hours indicated as available.

Signature: _______________________________  Date: _____________