Texas A&M University
Department of Recreational Sports
Student Job Announcement

Student Position Title: Penberthy Complex Attendant

Job Description
Penberthy Complex Attendants are the customer service representatives for the Rec Sports Department at the Penberthy Rec Sports Complex and Omar Smith Instructional Tennis Courts who assist in operating and overseeing the complex, checking out sports equipment, and assisting other departmental staff. This position will interact with staff and participants from the intramural sports program and sport club program, as well as individuals utilizing the complex for recreational play and special events.

Required Certifications
No certifications or prior experience are required. Current certifications in CPR/AED and First Aid and work in a customer service setting are preferred. Satisfactory completion of staff training by the Department of Recreational Sports is required upon hiring.

Position Details
Typical Responsibilities:
- Check out sports equipment
- Verify valid participant membership
- Help with upkeep of Penberthy complex and tennis courts
- Monitor appropriate usage of facilities

Environmental Conditions:
- Will be required to be outside in the elements during parts of shift
- Occasional lifting of items up to 50 lbs.

In accordance with departmental policy, a Penberthy Complex Attendant will start at a rate of $7.50 and is eligible for a merit increase after four months of service.

Work Hours/Anticipated Schedule
Staff members working in this position could expect 2–3 shifts a week during the fall/spring semesters (shifts will generally be 3-4 hours long) depending on their work availability, other employment in the department (if any), and the special event schedule. Current Penberthy complex hours are:

Fall/spring semesters
Sunday – Thursday: 5:00 p.m. – 10:00 p.m.
Friday: 4:00 p.m. – 10:00 p.m.
Saturday: 12:00 p.m. – 8:00 p.m.

On nights of intramural play (no Fridays or Saturdays), the complex will remain open until intramural games have completed – generally around midnight. However, there will be special events and tournaments on weekends that are scheduled outside of the normal operating hours. The Penberthy complex is closed on home football game days.

Summer semester
Sunday – Thursday: 7:00 p.m. – 10:00 p.m.
Friday and Saturday: 5:00 p.m. – 8:00 p.m.
Tennis court hours currently are:

**Fall/spring semesters**
- Monday – Thursday: 6:00 p.m. – 10:00 p.m.
- Friday - Saturday: 4:00 p.m. – 8:00 p.m.
- Sunday: 4:00 p.m. – 10:00 p.m.

The tennis courts are closed during the summer.

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**How to Apply**

In order for your application to be complete, **ALL** of the following documents must be received. **ALL APPLICATION MATERIALS MUST BE TYPED.** Handwritten and incomplete applications WILL NOT be accepted. Please make sure your name is on **ALL** of your application materials. Application deadline is **Wednesday, October 25 at 5:00pm.** Late applications will not be accepted.

Please bring all application paperwork to the Rec Sports office on the second floor and ask that it be forwarded to Drew McMillen.

**NOTE:** All applicants must be currently enrolled college students.

**Required Application Materials:**

1. **Student Employee Job Application** (may be found online at [http://recsports.tamu.edu](http://recsports.tamu.edu); click part-time employment)
2. **Resume** – Please submit a resume with your job application. If you do not have one, please summarize your work experience and/or any other experiences (i.e. student organizations, volunteer work, etc.) you feel relevant on a separate page.
3. **Please provide answers to the following questions** -
   a. What do you think are the 2-3 most important attributes someone will need to have to be successful in this position?
   b. How have you demonstrated these attributes in your work or activities?
   c. How do you see being a Penberthy Complex Attendant benefitting your academic and/or career goals?
4. **Spring 2018 availability Form**

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**Notification/Additional Information**

You will be notified by **Thursday, October 26** about your interview status.

Most interviews will be held the afternoon/evenings of **Friday, October 27 and Sunday, October 29.**

For those individuals who are hired, mandatory payroll and staff training sessions will be scheduled. If hired, you will be required to show two original forms of identification. Examples include, but are not limited to driver’s license, social security card, passport, birth certificate, etc.

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**Contact Information**

For more information about this job or to drop off an application, please contact:

Drew McMillen, Associate Director
214 Rec Center
drew@tamu.edu

***AVAILABILITY FORM ON FOLLOWING PAGE***
Penberthy Complex Attendant Applicant
Spring 2018 Availability Form

Name: ________________________________

Phone: _____________________________  Email: ________________________________

Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are anticipate that you will be unavailable - to work during a normal week for the spring 2018 semester (allow for travel time between classes). Please give special consideration to these hours:

- Monday – Thursday: 4:45 p.m. – midnight
- Friday: 3:45 p.m. – 8:15 p.m.
- Saturday: 11:45 a.m. – 6:15 p.m.
- Sunday: 3:00 p.m. – midnight

However, there will be special events and tournaments on weekends that are scheduled outside of the normal operating hours.

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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 to the best of my ability and that if hired I would be willing to work the hours indicated.

Signature: ________________________________  Date: _______________