Position Title | Event Services Staff
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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 and primarily on weekends (Friday and Saturday). If hired, you must work Family Weekend and one graduation reception per semester and a minimum of one football tailgate party. Preference will be given to applicants who are able to work through to May 2020 (or longer). 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**
Event Services Team Member 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.
- Promotion to On-site supervisor is available to team members who satisfactorily and routinely complete their responsibilities during their assigned shifts.

**How To Apply**
**Required Application Materials (all materials must be included for consideration):**
1. Application/Questionnaire
2. Interview Availability (for October 11 and 12)
3. General Availability form
4. Attached academic schedule
5. Applications must be turned in by 2pm on Tuesday, October 9 to the reception desk in room 202 Student Recreation Center.

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

**Interview and Training Information**
1. Applicants must be available for an interview between the hours of 2pm-8pm on Thursday, October 11 or 10am-5pm on Friday, October 12. Applicants will be notified of scheduled interview day/time via e-mail on Wednesday, October 10.
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<tr>
<td>For more information about this job, please contact:</td>
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<td>Paula Opal 979-845-3076</td>
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<td><a href="mailto:popal@rec.tamu.edu">popal@rec.tamu.edu</a></td>
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Rec Sports Banquet Services Staff
Application: Spring 2018

1. What is your anticipated date of graduation? ________________

2. Will you be doing an internship or other degree requirement that will prevent you from working Spring 2018 (including Family Weekend and graduation), Summer 2018 and Fall 2018.  No  Yes
   If yes, what is your commitment?

3. This position requires that you be able to lift 40 pounds (setting up of tables and/or trash). Are you able to meet this requirement? Yes  No
   If no, what would you have difficulty doing?

   Do you have previous work experience, been part of a student organization, or held a leadership role of any sort? Yes  No
   If yes, please elaborate.

4. Do you have any experience with audio/visual/computer equipment? (This is not a requirement and we will train on the specific equipment in each room.) Yes  No
   If yes, what experiences do you have?
Rec Sports Banquet Services Staff
Fall 2018 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 fall semester (allow for travel time
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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: ____________

recsports.tamu.edu 979.845.7826
Rec Sports Banquet Services
Interview Availability

Name: __________________________  Student Status: __________________________
Phone: __________________________  Email: __________________________
UIN: __________________________

Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are unavailable (allow for travel time between classes).

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PLEASE ATTACH A COPY OF YOUR ACADEMIC SCHEDULE.