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, however there are events scheduled throughout the day and evenings and primarily on weekends (Friday & Saturday). If hired, you must work Family Weekend, one graduation reception per semester, and a minimum of one football tailgate party. Preference will be given to applicants who able to work through to May 2020 (or longer). Applicants are limited to a total of 29.7 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 or takedown of audio and visual equipment (sound system, microphone, LCD Projector, etc.)
- Setup or takedown portable staging and 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 Event Services Team Member is $9.25/hour.
- Promotion to On-Site Supervisor is available to team members who satisfactorily and routinely complete their responsibilities during their shifts

**How To Apply**

*Required Application Materials (all materials must be included for consideration):*
1. Application/Questionnaire
2. Interview Availability (for October 4th and 5th)
3. General Availability Form
4. Attached Academic Schedule

Applications MUST be turned in by 2pm on Tuesday, October 2nd to the reception desk (room 202) at the Rec Center.

**Interview and Training Information**
recsports.tamu.edu  979.845.7826

*NOTE: All applicants must be currently enrolled students at any institution of higher learning.*
Applicants must be available for an interview between 2pm and 8pm on Thursday, October 4th or 10am and 5pm on Friday, October 5th. Applicants will be notified of schedule interview time via email by 10am on Wednesday, October 3rd.

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<tr>
<td>For more information about this job, please contact:</td>
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<tr>
<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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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 2019 (including Family Weekend and graduation), Summer 2019 and Fall 2019.
   Yes  No
   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?

4. 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:

5. 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 Event 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 between classes).

|       | 6am | 7  | 8  | 9  | 10 | 11 | 12p | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
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| Fri   |     |    |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |
| Sat   | XX  | XX |    |    |    |    |     |    |    |    |    |    |    |    |    |    |    |    |    |
| Sun   | XX  | XX | XX | XX | XX | XX |     |    |    |    |    |    |    |    |    |    |    |    |    |

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 - to work during a normal week for the summer semester (allow for travel time between classes).

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PLEASE ATTACH A COPY OF YOUR ACADEMIC SCHEDULE.