



Join our team!

Sacred Heart University

Office of the Student Union & Conference Services

Application for Student Employment

Name: _____ Date: _____

Campus Address: _____ MC #: _____

Permanent Address: _____ Cell Phone: () -
(Street)

_____ Local Phone: () -
(City) (State) (Zip Code)

Permanent Phone: _____ Date of Birth: _____

Major: _____ Semesters at SHU: _____

Social Security #: _____

Class Standing: FR SOPH JUN SR

Check Area Interest:

(See back page for Job Descriptions)

First Available Position

Have you ever been employed here before?

Yes No

ID Office

Office Assistant

If yes, please give dates of employment:

From: __/__/__ To: __/__/__

Tech Services

Tech Services Assistant

Whom were you referred by?

Financial Aid

Channel 6

CH 6 Assistant

Friend/ Current Union Employee

Other: _____

Outpost Pub

Outpost Assistant

Hawley Lounge

Lounge Attendant

Management

Student Union Manager (SUM)

ID Office Manager

Outpost Manager

Hawley Lounge Manager

FOR OFFICE USE ONLY

Date Received: __/__/__

Date Interviewed: __/__/__

Date Hired: __/__/__

Hired By: _____

Starting Date: __/__/__ Starting Pay: _____

Position Hired For: _____

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Job History

Company Name:

Employed
From / /

Address:

Phone
() -

Name of Supervisor:

State Job title and describe your work:

Company Name:

Employed
From / /
To / /

Address:

Phone
() -

Name of Supervisor:

State Job title and describe your work:

Why do you want to work for the Student Union?

What qualities can you bring to a Student Union position?

Tell us about yourself. Please describe some personal interests, goals, etc:

Scheduling

Please mark any shifts you are available to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am-10:00am							
10:00 am - 12:00 pm							
12:00 pm - 2:00 pm							
2:00 pm - 4:00 pm							
4:00 pm - 6:00 pm							
6:00 pm - 8:00 pm							
8:00 pm - 10:00 pm							
10:00 pm - 12:00 am							

Please List any On-Campus Activities (Clubs, Organizations) you participate in and anything we should keep in mind when scheduling (Teams or Outside commitments):

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed any misstatement of omission of fact on this application shall be grounds for dismissal.

Signature

Date

Job Descriptions

The Office of the Student Union and Conference Services is proud to offer a variety of positions for student employees. Each position gives the student the opportunity to grow professionally and personally. Read over the following job descriptions and decide which job best suits you.

TECH

The Set-Up crew provides sound and lighting to events held within and sponsored by the Student Union. Clubs and organizations may request staging and lighting for events held on-campus.

Channel 6

Channel 6 is the marketing and advertising department within the Student Union. Channel 6 Assistants design the slides that are used to advertise events and services on-campus. They may also advertise campus events that are held within or sponsored by the Student Union.

Hawley Lounge

Hawley Lounge is the central meeting place for the student body. Hawley Attendants are responsible for the distribution of equipment and the enforcement of rules and guidelines. They monitor tournaments as well as the use of equipment for the pool tables and plasma TV's.

Outpost Pub

The Outpost Assistant is the on-campus bar located in the rear of the dining hall in the Academic Building. Outpost Assistants serve beer and wine to the University's students who are 21 and over, monitor Outpost guests and oversee events held within the Outpost.

ID/Office Assistants

Office Assistants run the Student Union's ID Office supplying campus IDs to the students, faculty and staff. They also assist with office duties within the Student Union Office, greeting guests and answering questions, manning the phones, filing and other duties as assigned.

Management Positions

Managers have the highest level of responsibility for student employees within the Student Union. There are several management opportunities for students; Student Union Managers (SUMs), and Area Managers. SUMs are responsible for the general supervision of the Student Union facilities and all of the services it provides. They must have working knowledge of and enforce all Student Union, University, and State policies, procedures, and laws. Area Managers serve dual duty, working as SUMs and overseeing the operations and staff of one of the areas run by the Student Union. Area Manager positions are Outpost Manager, ID Office Manager or Hawley Lounge Game Room Manager.

Thank you for your interest in employment with the Office of the Student Union & Conference Services. If you have any questions or concerns please feel free to contact us at (203) 371-7913.