



Join our team!

Sacred Heart University

Office of the Student Union & Conference Services

Application for Student Employment

Name: _____

Date: _____

Campus Address: _____

Academic Year: _____

Permanent Address: _____
(Street)

Cell Phone: () -

(City) (State) (Zip Code)

Local Phone: () -

Are you over the age of 18: Y N **Major:** _____ **Semesters at SHU:** _____

Class Standing: FR SOPH JUN SR

Were you Awarded Work Study By Student Financial Assistance? (Yes / No / Unsure)

If Yes How many Hours per week? _____

Check Area Interest:

(See back page for Job Descriptions)

☐ First Available Position

Management

☐ Student Union Manager

☐ ID Office Area Manager

☐ Red's Area Manager

ID Office

☐ Office Assistant (Work Study)

SHuttles

☐ Secret Rider (Work Study)

Red's Pub

☐ Red's Staff (Work Study)

☐ Red's Server

Have you ever been employed here before?

Yes No

If yes, please give dates of employment:

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

Whom were you referred by?

Financial Aid

Friend/ Current Union Employee

Other: _____

FOR OFFICE USE ONLY

Date Received: __/__/__

Date Interviewed: __/__/__

Date Hired: __/__/__

Hired By: _____

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

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
() -

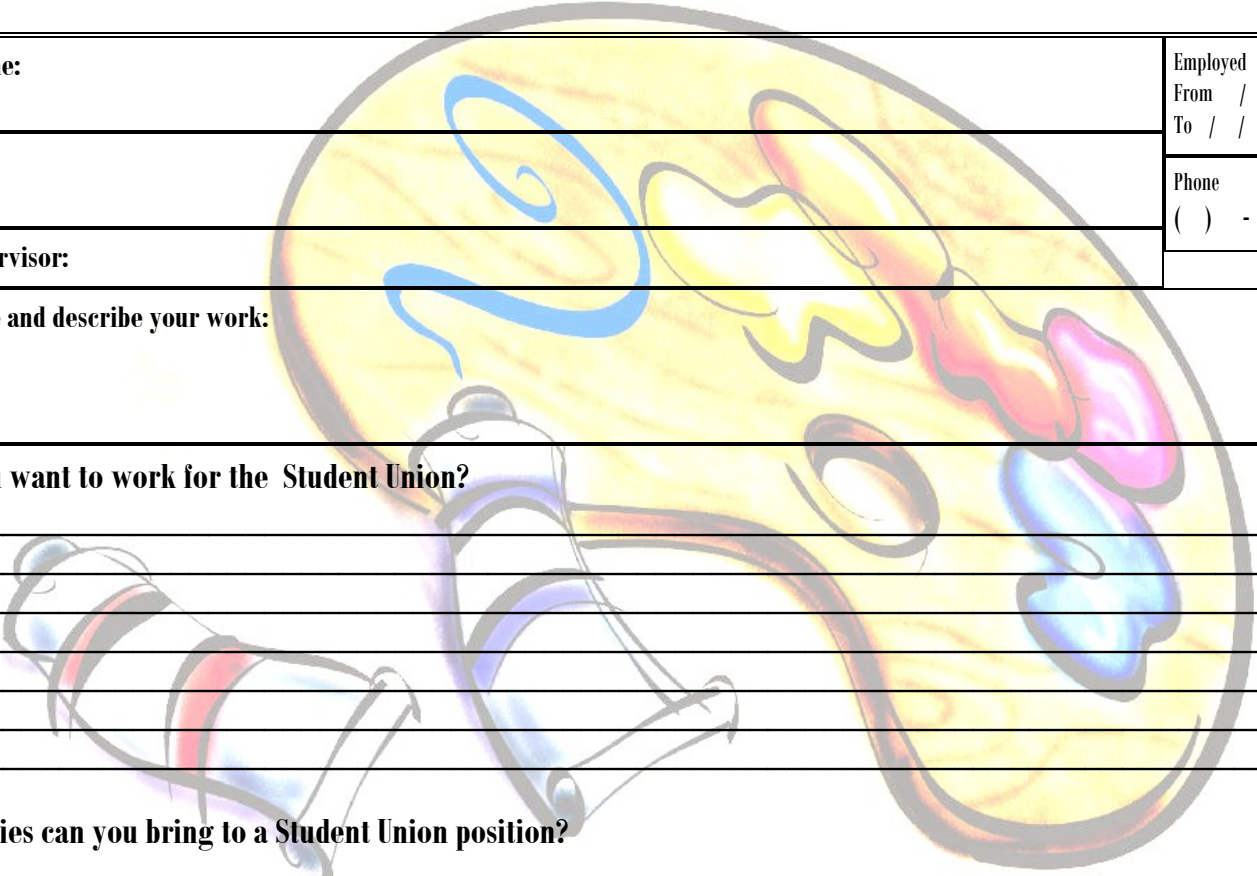
Name of Supervisor:

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

Cultivating Responsible Enthusiastic Autonomous & Team-Based Employees

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.

Red's Pub Server/Staff

Red's Pub is the on-campus bar located in the Linda E. McMahon Commons building. Red's Pub Servers serve food and drinks to the University's students and staff who visit the pub. The Servers are T.I.P.S. certified as they are bartenders who serve beer and wine to the patrons who are of legal drinking age. The Servers at Red's monitor Pub guests, and provide excellent customer service to the Pub's customers. Red's Pub Staff check IDs of all patrons at the University's on-campus pub. Red's Pub Staff work as bar backs, hosts/hostesses, and food expeditors, while also monitoring the Pub's guests. Both positions oversee events held within the Pub and maintain the cleanliness of the establishment.

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.

SHuttle Secret Riders

The Secret Riders play an integral role in the operation and maintenance of the Student Union's Shuttle service, by monitoring the execution of the shuttle service from a student's perspective. These staff members are assigned various routes to ride throughout the week and report any issues or concerns to the Student Union professional staff members.

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 Red's Manager or ID Office 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.