



First Year Student Employment Application

Student Name:

ID Number:

All first year students will be assigned to one of the high need areas on campus for their first year of student employment. These areas include Dining Services, Custodial, Set-up Crew, Campus Safety Dispatch or Safe Rides, and Event Services.

After completing one full year of service in one of these areas, students will be able to select other areas on campus for employment for their remaining time at Gustavus.

If you decline your student employment in your first year, you will be required to work in one of these areas for one year before you can work in another area on campus. There are no exceptions to this requirement.

Please rank your department choices below from 1-6 (1=first choice to 6=last choice). We will do our best to honor your choices but can only guarantee some students will be placed in their first choice. (Job descriptions on back)

___ Dining Service

___ Custodial

___ Set up Crew

___ Campus Safety Dispatch

___ Campus Safety Safe Rides (must have a valid US driver's license)

___ Event Services

By signing below, I have read the policy and understand the requirements for student employment at Gustavus Adolphus College.

Signature

Date

Dining Service

Employees may work in one or more areas such as serving customers from the grill, pizzeria, wok, salad bar, rotisserie, deli, and coffee shops, or behind-the-scenes jobs in the dish room, kitchen, bakery, and salad prep. Promotions to Student Manager await the very best employees.

Custodial

Assist full-time staff with light cleaning duties - Responsible for cleaning various academic buildings. General cleaning of classrooms, public spaces, restrooms, etc. Vacuuming, dusting, mopping, collecting trash, recyclables, and compost

Set up Crew

Assist full-time staff with setting up for events, and moving items as needed. You must be able to lift at least 50 lbs and be on your feet.

Campus Safety - Dispatch or Safe Rides

Dispatch assistants help answer incoming calls to Campus Safety, dispatch officers on calls for service, track and complete computer log entries, and issue parking permits. Shifts are 3.5 hours in length a week (8a-11:30a, 11:30a-3p, 3p-6:30p, 6:30p-10p, 10p-1:30a) with rotating weekends (Friday nights and Saturdays until 2 am).

Safe Rides:

Safe Rides drivers provide a vital service to the campus community, offering rides from the designated Safe Rides locations on a fixed weeknight shift and rotating weekends, splitting duties between driving and answering the Safe Rides call-in line. Must have a valid US Driver's license and be able to drive.

Event Services

Duties include work with digital media (video, audio, and graphics), stage lighting, sound, live video production, and photography. You will assist in the responsibilities of the Event Technical Services Department to support campus events including delivery, set-up, and operation of event-related technologies. AV background may be helpful but is not required. Strong focus on communication and customer support skills development.

Prerequisites

Event Support Specialists provide tech support for events that will require the ability to work independently while coordinating work activities with others in the department.

Strong communication/time management skills, attention to detail, and the ability to troubleshoot and come up with creative solutions and follow thru to deliver expected results to event planners are expected.

Must be available/willing to work evenings and/or weekends.