

Tiernan Field House

Student Employment Questionnaire

Position(s) Desired: (see requirements for each position on back)

- | | | |
|---|---|---|
| <input type="checkbox"/> Customer Service Associate | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Bike Shop Tech |
| <input type="checkbox"/> Building Manager | <input type="checkbox"/> Scheduler | |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Peer Health Educator | |
| <input type="checkbox"/> Marketing Assistant | <input type="checkbox"/> Bike Shop Manager | |

Personal Information

Name: _____ Student ID: _____
 Local Address: _____
 Street _____ City _____ State _____ Zip _____
 Telephone _____ Alt. Telephone #: _____
 E-mail Address: _____

Year in Study: _____ 1st _____ 2nd _____ 3rd _____ 4th _____ Grad _____ Other (describe) _____
 College _____ Major(s) _____

Are you presently employed on campus? _____ Yes _____ No If yes, where? _____
 Are you eligibility work-study eligible? _____ Yes _____ No If yes, award amount? \$ _____
 Will you be using your work-study allocation for another employment opportunity? _____ Yes _____ No
 Indicate the semester for which you are applying: _____ Fall _____ Spring _____ Summer

Certifications or Special Skills

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> CPR | <input type="checkbox"/> Personal Trainer | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Verbal Communication |
| <input type="checkbox"/> CPRPro | <input type="checkbox"/> Fitness Instructor | <input type="checkbox"/> WSI - Swim Instructor | <input type="checkbox"/> Assertiveness |
| <input type="checkbox"/> AED | <input type="checkbox"/> Wellness Coach | <input type="checkbox"/> Master Swim Instructor | <input type="checkbox"/> Written Communication |
| <input type="checkbox"/> First Aid | | | <input type="checkbox"/> Teamwork |

Additional Certifications: _____ Leadership _____

Availability (select hours: 'X' hours, '/' half hour available) **Number of hours you would work on a weekly basis:** _____

	6 - 7am	7 - 8am	8 - 9am	9 - 10am	10 - 11am	11am - 12pm	12 - 1pm	1 - 2pm	2 - 3pm	3 - 4pm	4 - 5pm	5 - 6pm	6 - 7pm	7 - 8pm	8 - 9pm	9 - 10pm
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Qualifications/Work Experience

List previous work experience, starting with the most recent:

Employer _____ Position _____ Date(s) (mm/yyyy) of employment _____
 Supervisor Name _____ Telephone # _____ From: _____ To: _____
 Reason for Leaving _____

Employer _____ Position _____ Date(s) (mm/yyyy) of employment _____
 Supervisor Name _____ Telephone # _____ From: _____ To: _____
 Reason for Leaving _____

Authorization

I authorize Scripps College, Tiernan Field House to obtain information about me from my previous employers. I authorize my previous employers to disclose to Scripps College Tiernan Field House such information about me as Scripps College, Tiernan Field House may request. Accuracy I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or misleading information provided in this application may be grounds termination of employment.

Signature of Applicant _____ Date _____

Tiernan Field House Student Employment Position Summaries

As a member of the Tiernan Field House team, each employee is responsible to fulfill our goals of service:

- *Stewards to maintain a clean and safe recreation environment*
- *Commitment to quality customer services*
- *Liaison between the TFH Office and the members of the Tiernan Field House*
- *Ambassadors of information, resources, respect and problem solving*
- *Service as a student member to the EOC response team on Scripps campus*

Note: Positions will be offered based on availability of time and resources; All positions must be CPR, AED, and First Aid Certified within one month of hire

Customer Service Associate (Employment Requirements)

- Greet patrons and guests, answer questions about the facility, its hours and programs.
 - Enforce and disseminate information pertaining to Tiernan Field House policies, rules, and regulations.
 - Demonstrate good public relation skills.
 - An ability to use: computers, cash register, camera, public address system.
 - One or more years experience working in customer service (preferred)
-

Building Manager (Employment Requirements)

- Must be able to work weekday nights and weekend morning and evenings
 - Must be mature, dependable and have excellent interpersonal skills
 - Excellent problem solving and interpersonal skills.
 - Enforce and disseminate information pertaining to Tiernan Field House policies, rules, and regulations.
 - Supervise and ensure the safe operation of the facility for all patrons and guests, including programs, activities, special events.
 - Supervise student staff and be able to fill in as needed.
 - Assist the professional staff with hiring and training of student staff.
 - This is an active position that requires the ability to stand for hours at a time.
 - Ability to lift 35 lbs of weight
 - One or more years experience in a supervisory role (preferred)
-

Head Lifeguard & Lifeguard (Employment Requirements)

- Must have and maintain current Lifeguard Training, CPR for the Professional Rescuer, AED, and First Aid certification (American Red Cross).
 - Must be able to swim 500 meters. Freestyle, retrieve 20lb. object from depth of pool and swim 20 meters.
 - Must be able to perform a successful rescue of a simulated active and/or passive drowning victim with proper American Red Cross CPR protocol.
 - Ensure effective performance of lifeguards.
 - Assists in hiring, training, scheduling and evaluating lifeguards.
 - Assist in ensuring current certifications for lifeguards, assess and training lifeguard staff.
 - Ability to perform water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.
-

Peer Health Educator (Employment Requirements)

Assist Health and Wellness Coordinator in developing health and wellness programs, special events, and promotion of events.

- Excellent communication skills, mature, dependable, and have good interpersonal skills.
 - Assist in development and implementation of special events and programming related to; sexual health and nutrition, and national events such as Sexual Violence and Awareness Week, alcohol prevention and education, Alcohol Awareness Week, and Love Your Body Week.
 - Training will be provided to become a certified peer health educator.
-

Bike Shop Manager and Tech (Employment Requirements)

- Provides supervision, training and feedback for the bike techs and assistants on operations, repair and maintenance issues
 - Schedules staff for operational hours of the bike shop.
 - Documents and communicates to staff all bike repairs and re-occurring issues
 - Manages, projects and communicates tools and supplemental equipment needs to the professional staff
 - Manages equipment and personnel budget
 - Develops and implements workshops and local bike rides focusing on safe riding, fixing your bike, etc. for the Scripps community.
 - Inspects, identifies and repairs bike maintenance issues; document and log all repairs
-

Administrative Assistant (Employment Requirements)

- Assists with various administrative and clerical duties including, communication, typing, record keeping, filing, budgeting documentation, inventory, and the create
 - Ability to work with spreadsheet, word processing, presentation and publication software applications.
 - Must be meticulous and detail oriented.
-

Marketing Assistant (Employment Requirements)

- Create and disseminate messages that raise awareness of TFH programs and resources to students.
 - Familiar with the Tiernan Field House mission and goals, and its partnership with consortium.
 - Aid in the development of the Tiernan Field House marketing and communication strategies.
 - Assist in the layout and design of publications, brochures, flyers, posters etc. with an emphasis on health, wellness and fitness.
 - Write and proofread TFH blog, manage social media sites including Facebook and Instagram
-

Scheduler (Employment Requirements)

- Develop and communicate schedule for the Customer Service Associates
- Create and maintain accurate reports, and records required in connection with department work processes.