

Name: _____

Total _____

Summer Conference Staff Application 2017

DUE MARCH 24th, 2017

Job Information

If this is your first time applying for summer conferences, please sign up for an interview when you drop off your application on the door of Dave Fatula's office - upper JC Williams Center. Alternatively, you can print and mail your application to Dave Fatula at 1235 University Blvd, Steubenville, OH 43952. If you are not able to drop off your application in person, email fusummerconferences@gmail.com to set up your interview. Online applications are not available this year, so please drop off the application at Dave's office. If you are 18 or older, you must also drop off a University driver's license application attached to your job application. **If that form is not attached, your application will not be accepted and you will not be considered for the job.**

Applicants will be notified if they have been accepted for the summer position via phone call (so please provide an accurate phone number) by April 22rd, 2017. If you have any questions regarding the application or job, you can reach Madeleine Beaulieu, the Scheduling Lead, at fusummerconferences@gmail.com.

General Information

The Events Staff works under Dave Fatula and consists of seven departments: Logistics, Supply and Transport, Support Security, Hospitality, Housing, Transportation, and Dispatch. Anyone hired through our office will be expected to work for any and all of these departments unless they are not eligible (example: workers younger than 18 can not work Housing according to University policy, but they may work Hospitality)

Below is a general description of each department:

- Logistics - on a logistics shift you will assist in greeting the conference participants in the Field House, aid in seating, answer questions, and be available to assist guests as needed. Logistics also sets up the Field House, and helps move equipment, chairs, etc.
- Supply and Transport - on a supply and transport shift, you will assist your leads in maintaining water coolers around campus, setting up for different events within the conference, and being there to help with odds and ends.
- Support Security - on a support security shift you will help keep the youth at the conferences safe by supporting the Jefferson Security officers on campus. You will also be available to greet and guide participants around campus and answer questions as needed.
- Hospitality - the role of hospitality varies greatly depending on the conference. During a youth conference, you help sign the kids into their meals and prepare meals for other workers. During adult conferences, you help bus tables in the cafeteria and assist guests as needed.
- Housing - the role of a housing worker is to greet guests, help hand out keys for participants, and make sure things run smoothly in the dorms.
- Transportation - transportation workers help drive shuttles for the guests around campus and to nearby hotels. They are also sent to pick up speakers from the airport.
- Dispatch - dispatch acts as the information hub of the conferences. They monitor all radio channels, answer questions, and provide help to participants as needed.

The dates of the conferences are as follows:

1. June 9-11: Power and Purpose
2. June 16-18: High School Youth Conference 1
3. June 18-23: Priests, Deacons, and Seminarians
4. June 23-25: High School Youth Conference 2
5. July 7-9: High School Youth Conference 3
6. July 14-16: High School Youth Conference 4
7. July 17-20: St. John Bosco
8. July 21-23: High School Youth Conference 5
9. July 26-28: Applied Biblical Studies
10. July 28-30: Defending the Faith

Those hired are expected to work all of the above conferences. Those hired will be guaranteed 20 hours a week during conferences that they are asked to work, given appropriate availability (meaning that if you work another job and have classes, it might be harder to get you 20 hours a week.) Most hours will be in the evenings and on weekends - typically Thursday through Sunday although as you can see some conferences are all week long.

Tentative class schedules or conflicting work schedules must be provided in this application - you will be asked to confirm those dates later in the school year. Also please be aware that the University has a policy that a worker may work no more than 40 hours a week.

Summer Conference Staff Application

Franciscan University of Steubenville

Student Worker Application

Due March 24th

Date: _____

Personal Information

Name: _____ Shirt Size (circle one): S M L XL XXL

Address/Box #: _____

E-Mail (One that is checked daily and that will be used for scheduling):

Phone number (preferably cell): _____ Student ID Number: _____

Gender: Male / Female Are you under 18?: Yes / No

Circle one of the following:

High-school College Freshman/Sophomore College Junior/Senior

College Grad-Student Other (specify) _____

Are you a citizen of the United States? Yes / No

If NO, what type of visa do you hold? F-1 Other _____

Have you held a valid, current US license for 2 years? Yes / No Date licence received _____

Have you ever been convicted of a crime (other than traffic violations) or been held criminally responsible (e.g. pleading guilty or no contest)? Yes / No

If YES, please explain: _____

Why do you want to work for the Christian Outreach Office?

Have you attended a Steubenville Youth Conference before? Yes / No

If yes, explain your experience in a sentence or two.

On Main Campus? Yes / No

Do you have any special dietary needs or allergies?

Do you have previous work experience? Yes/ No If yes, please specify

Position: _____

Position: _____

Employer: _____

Employer: _____

Phone number: _____

Phone number: _____

Date of job held: _____

Date of job held: _____

What quality of yours do you think makes you the best fit for the job? Please provide an example of said quality

In an attempt to further judge your capabilities, we ask you to rate your abilities in each category on the 1-5 scale. Select and circle the option that is most applicable to you. Please answer honestly.

Strength	Not able to carry anything more than a basket of cups or 2 chairs.	Able to carry a 4" table alone and an 8" table with another person.	Able to carry one 5 gallon jug (40 lbs), and needs help carrying an 8" table.	Able to carry one 5 gallon jug (40 lbs), and can carry an 8" table on your own.	Able to carry two 5 gallon jugs (40 lbs each) and an 8" table on your own.
Familiarity with Campus	Never been to Franciscan before	Have come on campus occasionally, but doesn't know names of buildings.	Comes on campus sometimes, and knows where major buildings are.	Comes on campus regularly; knows which buildings are dorms/ classrooms/ major (knows some, but not all names)	Has lived on campus/is very familiar with names of buildings and where they are located.
Ability to Handle Confrontation	Very mild-mannered and avoids confrontation at all costs.	Normally mild-mannered and not great with confrontation.	Able to be confrontational if necessary to deal with the job.	Normally do not have a problem with handling upset participants.	Never have a problem handling upset participants or difficult situations.
Experience in Handling Confrontation	Has never worked where I had to confront others	Worked a job where I had to deal with people, but hated every minute of it	Has had some experience dealing with confrontation and can do it	Has had a couple of jobs that required confrontation, and feel comfortable with it	Have worked several jobs that gave me the opportunity to deal with people and feel confident in my abilities
Assertive	Extremely timid and unable to stand up for self.	Normally very timid but can stand up for self in extreme circumstances.	React equally with being shy and being assertive.	Normally assertive and not timid, but may back down from some situations.	Extremely assertive on all occasions.
Timeliness	Often late	Occasionally late	Normally right on time	Sometimes early	Always early

Work Experience/References

Are you presently working/ have you worked on campus before? Yes / No

Availability

Number of hours you would be willing to work per week (anywhere from 5-40) _____ (note that this does not mean you will work this many, this is just for our information.)

Are you taking summer classes? Yes / No

If yes then please list all classes, including days and times, below.

Mini-Session: n/a

Summer Session I: n/a

Summer Session II: n/a

____ I have or have applied for another job for this summer:

____ on-campus: (please list department, days & times):

____ off-campus: (please list location, days & times):

Are there any events (besides classes) scheduled that would cause a potential conflict with your job at the Conference Office?

If yes, please indicate dates and times.

Will you need to start later than June 1? (if so, include date)

Will there be a need to stop working before August 1? (if so, include date)

VII. Application Conclusion

Please read the following statements carefully and sign below:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete. I also agree that any omission, false statement or misrepresentation may disqualify me from consideration for employment and, if hired, may subject me to disciplinary action up to and include discharge.

I hereby authorize the University to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a check on my driving record. I also authorize my former employers or any third party to disclose to the University all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release the University, former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

If employed, I agree to become familiar and comply with all rules, regulations, and policies of Franciscan University of Steubenville.

I understand that my employment will be at-will, that no written or oral representations by Franciscan University of Steubenville personnel is intended to create a contract of employment; that no employment practice of Franciscan University of Steubenville is intended to or may create a contract of employment, and that no changes in Franciscan University of Steubenville's employment at-will policy will be effective unless executed in writing and signed by the University President and/or his designee(s).

Signature: _____ Date: _____

If you are 18 or over, please complete the following University Driver's License form and attach it to this application.

Thank you for applying to serve for the summer conferences, you will receive confirmation of employment by **April 22nd.**