

For hiring priority,
submit by:
May 31st

Application for Campus Employment

PERSONAL INFORMATION (print clearly with blue or black ink)		
Last Name	First & Middle Names	Canadian Social Insurance Number (9 digits)
Mailing Address During Summer Months		Telephone Number During Summer Months
Mailing Address While Attending King's (if known)		Telephone Number While Attending King's (if known)
Email Address		King's Student Number (6 digits) (if known)
Ensure you watch your email closely for contact from King's regarding your campus employment application.		

CAMPUS EMPLOYMENT JOB DESCRIPTIONS

Please put a check (☑) beside the five positions you are most interested in. While previous experience is not mandatory for most positions, it is recommended that you apply for jobs for which you have previous experience where possible to increase your chances of obtaining on-campus employment. Students who do not receive employment in one of their preferred positions may be considered for other on-campus positions.

ACADEMICS

- Student Tutor**
 Several positions available of one to three hours per week. This position may be used to supplement another campus position.
Duties: to provide tutoring for students experiencing difficulty with a particular class or subject.
Requirements: tutors must be successful students in the area or class for which they seek to tutor.
 Subject(s) of interest: _____

ATHLETICS

- Equipment Room Attendant/ Fitness Centre Attendant**
 Several positions available. Shifts available of 2-3 hours per day for 6 days per week.
Duties: Aid fitness centre users in the use of fitness equipment and light housekeeping duties to maintain centre. Manage equipment room and equipment use during school hours and some evenings and weekends, as well as other office related duties as assigned.
- Game Day Staff**
 Several positions available of four to six hours per week.
Duties: Event scorekeeping, timers, ticket sales, line officiating, announcing during weekend basketball and volleyball games.
Requirements: Experience at the high school and/or university level is an asset.

- Event Manager**
 Two to three positions available of four to six hours per week.
Duties: Set up and take down of gym equipment for home basketball and volleyball games. Aid in the management of home soccer games, as well as other duties as assigned.

CAMPUS BOOKSTORE

- Bookstore Assistant**
 Five positions available of five to ten hours per week during the academic year. A summer position is also available.
Duties: Cashiering, customer service, receiving merchandise, restocking store, cleaning.
Requirements: Retail experience an asset; must be friendly, positive and reliable.

CONFERENCE SERVICES

- Audio/Visual Technician**
 One to two positions available of approximately ten hours per week. Summer employment is also a possibility.
Duties: Provide audio/visual (A/V) equipment and support to both university and external clients including set-up, operation, and take down of equipment.
Requirements: Excellent interpersonal skills and initiative, experience with operation of A/V equipment an asset, training provided.

For Office Use Only	DATE RECEIVED	RESUME ATTACHED	REFERENCES ATTACHED
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CAMPUS EMPLOYMENT JOB DESCRIPTIONS (Continued)

Host/Hostess

One position available. Hours vary. Summer employment is also a possibility.

Duties: Greet and assist campus visitors, hand out keys to larger visiting groups, etc.

Requirements: Pleasant disposition, strong interpersonal skills, must enjoy working with the public.

DEVELOPMENT DEPARTMENT

Development Assistant

One position available for approximately ten hours per week.

Duties: Assisting the Development Office with clerical duties, such as mail outs, filing and phone campaigns.

Requirements: Excellent verbal and written communication skills; computer experience an asset, clerical experience an asset.

Campaign Callers, Student Positions

Six to eight positions available for three-hour shifts; campaigns take place in spring and fall.

Duties: Calling the King's community to raise funds during annual fundraising campaigns.

Requirements: Students who are reliable, courteous, confident and optimistic with good telephone communication skills.

ENROLMENT SERVICES

Student Callers

Several positions available to a maximum of ten hours per week. Jobs commence in January.

Duties: Calling prospective students with the intent of making friendly contact and answering any questions they have.

Requirements: Reliable, courteous, confident and optimistic, good telephone skills, enthusiasm for King's, ability to initiate and maintain appropriate conversation.

FACILITIES DEPARTMENT

Student Custodian

Five to nine positions available. A number of full-time positions are also available for the summer months.

Duties: Daily general cleaning of facilities, maintaining and cleaning guest rooms, event set-up and tear-down. Some snow removal.

Requirements: Ability to work well with others or independently, ability to perform physical labour, willingness to work varying hours.

Groundskeeper/Light Maintenance

One or two positions available. Full-time positions are also available for the summer months.

Duties: Snow removal, grounds keeping including garden and lawn maintenance, painting and light carpentry and other light maintenance duties.

Requirements: Ability to work well with others or independently, ability to perform physical labour, willingness to work varying hours.

Student Security Guards

Five to nine positions available. Building security is required Monday – Friday, 5:00 pm – 11:00 pm, Saturdays and Sundays 7:00 am - 11:00 pm for a total of nine shifts.

Duties: Careful attention to ensure the safety and security of the building as well as sharing some reception duties.

Requirements: Responsible, prompt, alert, sensitive, common sense when dealing with visitors, attention to detail, ability to make good judgements, good observation skills and ability to work independently. Experience in security an asset.

Student Overnight Security Guards

Two positions available. Building security is required nightly (including weekends) from 10:00 pm until 7:00 am. If desired, a larger tower apartment with a full kitchen is available for the security guards to rent. Students who live in this apartment are not required to purchase a meal plan. This position is paid through a \$300/month rent subsidy towards whatever on-campus housing the student chooses.

Duties: Students are on-call 3 or 4 nights per week but may sleep in their room while on shift. They must answer the phone in case of an emergency and respond accordingly.

Requirements: Responsible, prompt, alert, sensitive, common sense when dealing with visitors, attention to detail, ability to make good judgements, good observation skills and ability to work independently. Experience in security an asset.

FOOD SERVICES

Food Service Worker

Multiple positions available. Hours may vary.

Duties: Cashier, refilling beverage coolers, stock shelves, washing dishes and pots, washing tables and counters after meals, washing floors after meals, making coffee, helping with food preparation, bringing out the garbage and recycling, other duties assigned as needed.

Requirements: Initiative, sanitary habits, enthusiasm, ability to work well with others, must enjoy working with the public, friendly, reliable, punctual, and honest. Experience in the food service industry is an asset.

LIBRARY

Library Assistant

Seven positions of approximately ten hours per week. Evening and Saturday shifts required. Work period extends through exam week of both terms.

Duties: Attending to the circulation desk, shelving books, filing, typing and other duties as required.

Requirements: Initiative, able to work independently, typing/computing skills, ability to bend, stoop and lift (up to 40 lbs), attention to detail, reliable and good interpersonal skills.

RECEPTION

Student Front Desk Receptionist

Multiple positions available of up to ten hours per week.

Duties: Greeting visitors, providing direction and information about the university, responding to and directing incoming phone calls, receiving and distributing mail, student assignments and deliveries, providing clerical support, using computer, photocopier, fax and postage meter.

Requirements: Pleasant disposition, strong interpersonal skills, computer skills and problem solving abilities.

STUDENT LIFE

Note-Taker

Several positions available of three to six hours per week.

Duties: Taking notes for students with documented need for this service, attend classes with student requesting service. Note-takers must be returning students and may not be enrolled for the class for which they are taking notes.

Requirements: Excellent note-taking and interpersonal skills. Preference given to those who have the same area of study as the student requiring the service.

RESUME

We recommend to all of our campus employment applicants to attach a recent resume to this application to elaborate on relevant work experience and abilities. The positions are awarded on a competitive basis; therefore applicants submitting complete and professional looking resumes are more likely to be interviewed for the position(s) of their choice.

My resume is attached: YES NO (please, circle one)

PREVIOUS WORK EXPERIENCE (Do not complete if you have attached a resume)

Company	Basic Duties / Job Description
Position	
Name of Supervisor Phone Number ()	
Duration of Employment FROM: _____ / _____ TO: _____ / _____ month year month year	
Company	Basic Duties / Job Description
Position	
Name of Supervisor Phone Number ()	
Duration of Employment FROM: _____ / _____ TO: _____ / _____ month year month year	
Company	Basic Duties / Job Description
Position	
Name of Supervisor Phone Number ()	
Duration of Employment FROM: _____ / _____ TO: _____ / _____ month year month year	

REFERENCES (You may include reference letters)

Please provide the following information for two people who can affirm your capabilities as an employee.

Name	Name
Occupation & Company	Occupation & Company
Phone Number ()	Phone Number ()

AVAILABILITY

In order to help us determine your availability for campus employment during the school year, please attach a copy of your fall and winter timetables showing your class schedule for the year. In addition, please block off any times which you are not available to work due to other commitments.

I have attached a copy of my Fall/Winter timetables: YES NO (please, circle one)

If no, why not? _____

I am interested in working during the: SUMMER FALL WINTER (please, circle ALL that apply)

I am available to work during the weekend: YES NO (please, circle one)

WRITE A PARAGRAPH

On a separate page, please type a paragraph stating why you would like a campus job. You may wish to refer to previous employment experiences, financial need, career goals, educational qualifications, etc.

DECLARATION

With regard to this application, I certify that the particulars provided are true and complete in all respects, and that no information has been withheld. I understand that falsifying or omitting information on this application will result in immediate, permanent dismissal from the positions applied for, as well as potential dismissal from The King's University College. Falsified documents may be referred to the appropriate authorities for prosecution.

Date

Signature

SUBMITTING YOUR APPLICATION FOR CAMPUS EMPLOYMENT

Before submitting your application for campus employment at King's ensure you have:

- | | |
|---|--|
| <input type="checkbox"/> Completed the application in its entirety. | <input type="checkbox"/> Included a type-written paragraph on why you would like a campus job. |
| <input type="checkbox"/> Attached a current resume or work experience sheet. | <input type="checkbox"/> Signed the Declaration above. |
| <input type="checkbox"/> Attached your class schedule. | <input type="checkbox"/> Attached a recommendation letter, if needed. |
| <input type="checkbox"/> Informed the persons you have indicated as references. | |

Mail your completed application to:

Financial Aid Office
The King's University College
9125 – 50th Street
Edmonton, AB T6B 2H3

You may also fax your application to:

Attention: Financial Aid Office
(780) 465-3534

PLACEMENTS & APPLICATION RESULTS

All applications completed in full and received on or before May 31st will be considered in the first round of placements. Applications received after May 31st may be considered, but priority will be given to applications received prior to the deadline. Hiring is ongoing throughout the academic year as positions become available.

Applicants will typically be contacted during the summer months directly by the department wishing to interview them; although some departments choose to hire after the semester begins. **Due to the large number of applicants only those selected for interviews will be contacted.**

QUESTIONS?

Please direct any questions you might have regarding campus employment or your application for campus employment to the **Financial Aid Office.**

Local: (780) 465-3500 ext. 8117
Email: financialaid@kingsu.ca

Toll Free: 1-800-661-8582