## Job Descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
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<tr>
<td>Campus Center Consultant</td>
<td>The Campus Center Consultants are the main point of contact for guests at the Ronald Tutor Campus Center. They are located at the front desk in the main lobby of Sample Hall. Consultants are responsible for maintaining a professional level of communication while answering the phone, greeting guests of the Campus Center and answering questions about USC, as well as assisting with any additional duties as assigned. Part of the Consultant’s duties will be helping guests with walk-in requests, access to meeting rooms, and assisting guests with signing out Student Organization information tables.</td>
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<tr>
<td>Starting Pay</td>
<td>$8.00/hour</td>
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<tr>
<td>Campus Center Associate</td>
<td>Campus Center Associates support programs and events through room and audio-visual setups in the Campus Center as well as assisting with outdoor setups of USC Vendor Spaces. Associates complete regular building reports and assist with the opening and closing procedures of the Campus Center. Other duties include assisting clients during their reservations and managing the building facilities.</td>
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## Responsibilities & Requirements of all Campus Center Team Members

- Ensure safety, security, and comfort at the Campus Center
- Serve as an Ambassador for USC and the Campus Center
- Work on Game Days as Game Day Ambassadors providing guest services to Game Day guests
- During finals, work Study On! shifts when the Campus Center is open 24-hours for study
- Attend training the Sundays before every Fall and Spring Semester
- Maintain a professional appearance as a representative of USC
- Use strong problem solving, organizational, communication, and interpersonal skills
- Become knowledgeable of the USC campus, programs, and services
- Attend team meetings, trainings, and workshops

Please indicate the position you are applying for:  

[Blank]
Short Answers:
Please answer the following questions in 3-4 sentences.

1. Why do you want to work at the Ronald Tutor Campus Center?

2. List your involvements on and off campus (volunteer, organizations, clubs, internships, etc.). How much of your time per week is committed to each activity?

3. Please describe any relevant experience you have for the position(s):

All additional questions should be directed to the Trojan Events and Services Personnel email at trojaneventsstaff@gmail.com. Use “Application Questions” as the subject line.
Work Availability:
The Campus Center is open from 7:00 AM to 12:00 Midnight Monday through Friday, and from 10:00 AM to 12:00 Midnight Saturday and Sunday*. Operating hours are tentative for summer, fall, and spring terms. The Campus Center is closed on University Holidays.
*During “Study On” the Campus Center is open 24 hours.

This position requires that you be available up to 20 hours per week. Shifts in a typical week include opening, closing, mid-day, and weekend shifts.

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**DIRECTIONS:**
Please color in the cells to indicate as best as possible the times you have classes, meetings, and/or internships.
Information: (Please print legibly)

Name: ___________________________________________ Date: _______________________
Date of Birth: ________________________________

Local Address: ________________________________________________________________
Permanent Address: ____________________________________________________________

Local Phone: ____________________________
Cell Phone: ____________________________

USC Student ID (No SSN): ______________________________________

USC Email: ______________________________________
Preferred Email (if different from USC): ________________________________________

Have you worked for USC before? (Circle one) Y | N
If so, when and for what departments: __________________________________________

Are you an international student? (Circle one) Y | N

Class Standing: (Circle one)
Freshman | Sophomore | Junior | Senior | Graduate Student

Major(s): ________________________________________________________________

Minor(s): ________________________________________________________________

Expected Graduation Date: Month: __________ Year: ________________

Do you have college work-study? (Circle one) Y | N
If so, what is your allocation per semester? Fall _______ Spring _______

Emergency Contact:
Name: ________________________________________________________________
Relationship: ____________________________________________________________
Phone: ________________________________________________________________
(continue on next page)
Work Experience:
Please attach your resume with your application.

Please list three recent positions you have held, volunteer or paid positions, starting with the most recent.

1) Employer: ____________________________________________________________
   Position: ____________________________________________________________
   Dates of Employment: ________________________________________________
   Reason for Leaving: ________________________________________________
   Short Job Description: ________________________________________________
   Contact Information: ________________________________________________

2) Employer: ____________________________________________________________
   Position: ____________________________________________________________
   Dates of Employment: ________________________________________________
   Reason for Leaving: ________________________________________________
   Short Job Description: ________________________________________________
   Contact Information: ________________________________________________

3) Employer: ____________________________________________________________
   Position: ____________________________________________________________
   Dates of Employment: ________________________________________________
   Reason for Leaving: ________________________________________________
   Short Job Description: ________________________________________________
   Contact Information: ________________________________________________

References:
Reference 1 (professional)
Name: ________________________________________________________________
Position / Title: ________________________________________________________
Phone: ________________________________________________________________

Reference 2 (professional)
Name: ________________________________________________________________
Position / Title: ________________________________________________________
Phone: ________________________________________________________________

*Please submit completed applications to the Reception Desk in TCC 421 in the Campus Center.*