

Availability/Work Schedule

The office of Mount Vernon Campus Life and the Associate Vice President Dean of Freshmen is open from 8:30am – 5:30pm. Please provide us with times you are unavailable to work (i.e., class scheduled for M/W 9am-10am)

Monday	Tuesday	Wednesday	Thursday	Friday

Please indicate which, if any of the following skills you have:

Note: Training is provided in all areas. This question is intended to help place you in the appropriate area for your skills and interests.

Customer Service Receptionist MS Office

Most Applicable Work Experience:
(Please attach a resume if available)

Employer _____

Job Title _____

Dates of Employment _____

Phone Number _____

Reason for leaving _____

Job duties _____

Employer_____

Job Title_____

Dates of Employment_____

Phone Number_____

Reason for leaving_____

Job duties _____

Describe any volunteer or extracurricular experience which further qualifies you for this position:

Describe one aspect about yourself which you consider to be unique and interesting:

I hereby authorize The George Washington University, Mount Vernon Campus Life to verify the information provided in this application. I understand that filling out this application does not constitute an offer or contract of employment. I certify that all of the information provided on this application is true.

Signature_____

Date_____

Return the completed application to Mount Vernon Campus Life, Academic Building, 1st floor or fax to (202) 242 – 6687.

The George Washington University Mount Vernon Campus Life Student Staff Position Descriptions

Event Services Team

- The MVCL Event Services Team is a group of student and professional staff members that provides event services support to events hosted at the Mount Vernon Campus, including concerts, meetings, conferences, student organization activities, movies, and more.
 - This event services support includes audio-visual technological support, customer service interactions, and coordination of set up logistics.
 - A basic knowledge of audio-visual technology and/or computers is helpful, but not required. Comprehensive training will be provided to all staff.
 - Ability to problem-solve and work well both on one's own and in a group is sought.
- Event Services Team staff are responsible for working a minimum number of events per month, and are guaranteed pay for the duration of their shifts. Shifts are assigned for evenings and weekends. Pay begins at \$8.75, with the opportunity for increase.

EyeTeam

- The MVCL EyeTeam is a group of student staff members that provide support to the Mount Vernon Campus shuttle service, *The Vern Express*. *The Vern Express* support includes both watching and riding the bus to ensure proper operations of the services provided.
 - No prior job experience is necessary to become an EyeTeam staff member. Comprehensive training will be provided to all staff.
 - Ability to work well on one's own is sought.
- EyeTeam staff are responsible for working within assigned shifts. Shifts are assigned for days, evenings and weekends. Pay begins at \$8.75, with the opportunity for increase.

Office Assistant

Basic function and responsibility:

Assist professional staff in the management of Mount Vernon Campus Life and the Office of the Dean of Freshmen by:

- serving as an information resource
- answering phone calls and emails
- providing tours of the Campus to visitors
- posting promotional materials on Campus
- providing miscellaneous support to professional staff as needed

Office Assistants are responsible for working within assigned shifts. Shifts are assigned based on availability during normal office hours: Monday through Friday, 8:30am-5:30pm. Pay begins at \$8.50, with the opportunity for increase.