February 2015

Dear Conference Applicant:

During the ten weeks that the Summer Conference Program is in operation, the residence halls take on a hotel-like atmosphere. Many people from other parts of the state, nation, and world, as well as CSU, Chico summer school students will be staying with us. Applying for this job will be an exciting and rewarding experience!

This packet of information is designed to provide you with a job description and application for both the Group Representative and Summer Desk Attendant positions. Although both positions are exciting opportunities, please review the job descriptions closely to decide which position best suits your skills and interests. For applicants choosing to apply for both positions, one interview will be conducted.

Preference will be given to candidates who can commit to work the entire summer (May 16-August 20, 2015) as we need full coverage during that time.

The application deadline is on **Wednesday, 4:45 p.m., April 8, 2015.**

Again, thank you for your interest in the Summer Conference Program.

Sincerely,

Natalie Gebicke
Coordinator for Housing Services
POSITION: GROUP REPRESENTATIVE

SALARY: $9.25 per hour for full time. Room and food available when summer conference groups are being served.

ORIENTATION: May 8, 2015
TRAINING: May 26-29 (tentative)
STARTING DATE: Graduation Housing will be May 15-18, 2015
Summer Housing begins May 30, 2015
Candidates MUST be available during all times listed above to be eligible to work summer conference.
Ending Date: August 20, 2015

RESPONSIBILITIES:
- Responsible as an "on-call" respondent to emergencies and customer service concerns, including scheduled weeknights and weekends, to assist residents and conference guests.
- Maintain a positive and helpful manner, working cooperatively with summer conference staff, University Housing staff, and conference groups.
- Assist and coordinate the check-in and checkout process for assigned groups.
- Meet and communicate regularly with other University Housing staff regarding operational concerns, facility reservations, special group needs, etc.
- Cleaning micro/fridge units or general rooms when needed.
- Meet with conference group leaders and operate as primary contact for assigned groups. Attend mandatory weekly staff meetings and enforce residence hall policies, process violations, and communicate concerns with Coordinator for Housing Services.
- Work the central hall desk when assigned. Duties include: reception of visitors, providing campus community information, answering phones, taking messages, etc.
- Stay in the assigned residence hall for the full “Night Shift” during summer employment.
- Stay on campus during duty shifts.
- Follow guidelines set within the Summer Conference Manual and serve as a move-in parking attendant, mid-August. Perform other duties as assigned by Conference Coordinator and Assistant Conference Coordinators.

QUALIFICATIONS:
- Currently enrolled as a CSU, Chico student.
- Previous background in student housing, organization, council, or hotel services.
- Time management skills.
- Motivation to serve others through excellent customer service.
- GPA of 2.0 or better.
- No other employment, summer school (including online classes), internships, or other obligations during employment with the Summer Conference Program.

APPLICATION DUE: Wednesday, 4:45 p.m., April 8, 2015.
Please print and complete all portions of the attached application. Required: cover letter, resume, essay answer, completed application, and attached reference sheets (or 2 letters of recommendation) must be turned in at due date listed above. Any missing material MAY disqualify the application.
Not all applicants will receive an interview.

The University Housing and Food Service Office at California State University, Chico is an Equal Opportunity Employer and also only employs individuals lawfully authorized to work in the United States.
POSITION: Summer Desk Attendant

SALARY: $9.00 per hour (Part Time Only). Room/Food are not available.

TRAINING: May 26-29 (tentative)

STARTING DATE: Summer Housing begins May 30, 2015
Candidates MUST be available during this time period to be eligible to work summer conference.

Ending Date: August 20, 2015

RESPONSIBILITIES:
- Maintain a positive and helpful manner, working cooperatively with summer conference staff, University Housing staff, and conference groups.
- Front desk reception for conference groups and guests. (Required to stay at the desk during entire shift unless covered by co-worker). Possible 24 hour desk or multiple desk locations.
- General operations of front desk such as answering the phone, taking messages, and responding to inquiries.
- Make change and take responsibility for balancing the change fund.
- Assist Group Representatives with group check-in and checkout of all guests.
- Maintain checkout record for recreational equipment and keys.
- Enforce residence hall policies, process violations, and communicate concerns with Conference Coordinator.
- Attend weekly meetings with Assistant Conference Coordinators.
- Stay at the assigned residence hall desk for the full Night Shift during summer employment.
- Follow guidelines set within the Summer Conference Manual and serve as a move-in parking attendant, mid-August.
- Perform other duties as assigned by Conference Coordinator and Assistant Conference Coordinators.
- Stock rooms with linens, assist with resident lock-outs, and facility tours if needed.

QUALIFICATIONS:
- Currently enrolled as a CSU, Chico student.
- Previous background in student housing, organization, council, or hotel services.
- Time management skills.
- Motivation to serve others through excellent customer service.
- GPA of 2.0 or better.

APPLICATION DUE: Wednesday, 4:45 p.m., April 8, 2015.
Required: cover letter, resume, essay answer, completed application, and attached reference sheets (or 2 letters of recommendation) must be turned in at due date listed above. Any missing material MAY disqualify the application.
Not all applicants will receive an interview.

The University Housing and Food Service Office at California State University, Chico is an Equal Opportunity Employer and also only employs individuals lawfully authorized to work in the United States
Please Type or Print Clearly, all areas MUST be filled in.

PERSONAL INFORMATION:

Name: ___________________________ Gender: ______ Male _____ Female____

Are you available to work May 15- Aug 20, 2015 without conflict? Yes/No. If not, why?
____________________________________________________________________
____________________________________________________________________

Student ID Number: ________________  Current Year in School:  1 2 3 4 4+ Graduate
(Circle One)

E-Mail Address: ____________________________
Position(s) you are interested in (check one or both):

______ Group Representative (Full Time)  ______ Summer Desk Attendant (Part Time Only)

Have you ever been convicted of a crime? Yes____ No____

Have you ever violated a University Housing Policy? Yes____ No____

If yes to either, please provide an explanation on an attached sheet of paper.

Current Address:

Street

City, State, and Zip

Current Phone Number

Permanent Address (if different from Current):

Street

City, State, and Zip

Permanent Phone Number

CSU, CHICO STUDENT STATUS (do not leave blank):

Number of units completed at CSU, Chico: ___________

Cumulative grade point average: ____________ (4 Point Scale)

Class major: ___________________________  Expected date to complete degree: ____________

ORGANIZED GROUP LIVING EXPERIENCE: Please list your residence hall, fraternity, sorority, or other group living experience if any.

<table>
<thead>
<tr>
<th>Date</th>
<th>Residence</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EDUCATIONAL BACKGROUND: List all schools and universities that you have attended other than CSU, Chico. Do not leave blank.

<table>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>From</th>
<th>To</th>
<th>Major</th>
<th>GPA</th>
</tr>
</thead>
</table>

EMPLOYMENT EXPERIENCE: Please list most recent position first.

1. Company: ___________________________ Supervisor: ___________________________
   Phone Number (___) ___________________ Dates of employment: ___________________________
   Position Description: ________________________________________________________________

2. Company: ___________________________ Supervisor: ___________________________
   Phone Number (___) ___________________ Dates of employment: ___________________________
   Position Description: ________________________________________________________________

3. Company: ___________________________ Supervisor: ___________________________
   Phone Number (___) ___________________ Dates of employment: ___________________________
   Position Description: ________________________________________________________________

ESSAY QUESTIONS to be answered by Group Representative Applicants: Please submit your responses to the following questions on a separate page, typed and double-spaced. Please limit your response to two to four paragraphs, size 12, and Times New Roman Font only.

1. What are your reasons for applying for the Summer Conference position?
2. What co-curricular (volunteers/leadership/club) experiences have prepared you for this summer conference position?
REFERENCES: Please list references below (these will be the professional references we receive letters from). References may include faculty, teachers, housing staff and/or previous employers ONLY. Please do not include relatives or other students. If your reference has a student status, their reference letters will be ignored.

We must receive both (2) of your reference forms OR letters at the Housing Office by 4:45 pm on April 8, 2015 in order for your application to be considered.

Please provide an addressed stamped envelope to the person you are requesting a reference letter from. The envelope should be addressed to: Summer Conference, 401 Legion Avenue, Attn: Natalie Gebicke, Chico, Ca 95929-0707. In addition, reference letters CAN BE hand delivered to the Housing Office in a sealed envelope or faxed to (530)898-6840.

1. ____________________________________________
   Name
   ______________________________
   Position
   ____________________________
   Phone Number
   ____________________________
   Street    City, State ZIP

2. ____________________________________________
   Name
   ______________________________
   Position
   ____________________________
   Phone Number
   ____________________________
   Street    City, State ZIP

I certify that the answers on this application for employment are true to the best of my knowledge. I realize that all the information furnished may be verified by the University and that any misrepresentation of facts may constitute cause for removal from the selection process, or dismissal from the position. I authorize all previous employers to cooperate with the University and release on a confidential basis any information concerning my employment. I have read and understand the Group Representative and Summer Desk Attendant job description and terms of employment. I agree to abide by all University and University Housing and Food Service rules and regulations.

_________________________       ____________________________
Date                              Signature of Applicant

University Housing and Food Service, California State University, Chico
Corner of Citrus and Legion Avenues, Chico, CA 95929-0707
530-898-6325
AA/EOE
CALIFORNIA STATE UNIVERSITY, CHICO
UNIVERSITY HOUSING AND FOOD SERVICE
SUMMER CONFERENCE REFERENCE FORM

Name of Applicant: ____________________________
(Please Print)

The above named applicant retains right of access to this document unless she/he has signed the waiver, which follows:

I hereby waive any and all rights of access to this document which is to be included in my application file for Summer Conference. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant Signature

Date: ____________________________

to waive right to access: ____________________________

The above-named student has applied for a position with the 2015 Summer Conference staff at CSU, Chico and has listed you as a reference. Please complete this form and return it in a sealed envelope to University Housing and Food Service: Summer Conference, 401 W Legion Avenue, Attn: Natalie Gebicke, Chico, CA 95929-0707 no later than April 8, 2015. Please comment on the capabilities of this individual based on your interactions. Reference may NOT be a friend, family member, co-worker, or of a student status. Reference may be an academic advisor, professor, or current/previous employer.

Name of Reference: ____________________________
Title: ____________________________

Institution or Business: ____________________________

Relationship to applicant: ____________________________
How long have you known the applicant? ______

I know this individual: ( ) Very Well ( ) Well ( ) Fairly Well ( ) Casually ( ) Not Well Enough to Rate

Personality: Address your reaction to this person's poise, mannerisms, and ability to make a positive impression.

Motivation: Discuss the ease and vigor with which this person approaches a new situation and carries the work to completion.
**Ability to work with groups:** Address this applicant's attitude and ability to work with others in planning, executing, and supervising programs and activities. Also discuss how the candidate responds to suggestions and criticism.

**Responsibility:** Address the degree to which this person is dependable, prompt, and demonstrates the ability to work without direct supervision.

**Stability:** Discuss this person's evenness of disposition and mood, personal/social adjustment, and ability to control his or her emotions and direct them appropriately.

**Sensitivity:** Address this person's sensitivity to and understanding of reactions and feelings of diverse individuals and groups and the ability to effectively respond to them.

Please offer any additional comments you may have at this time. If more space is needed, please feel free to attach additional sheets if necessary.

Signature: ___________________________ Date: ______________

Comments on this form are confidential and used only by the interviewers. Candidate retains right to read this if waiver is not signed on first page.
Name of Applicant: ________________________
(Please Print)

The above named applicant retains right of access to this document unless she/he has signed the waiver, which follows:

I hereby waive any and all rights of access to this document which is to be included in my application file for Summer Conference. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant Signature
Date: __________________ to waive right to access: __________________

The above-named student has applied for a position with the 2015 Summer Conference staff at CSU, Chico and has listed you as a reference. Please complete this form and return it in a sealed envelope to University Housing and Food Service: Summer Conference, 401 W Legion Avenue, Attn: Natalie Gebicke, Chico, CA 95929-0707 no later than April 8, 2015. Please comment on the capabilities of this individual based on your interactions.

Name of Reference: ____________________________ Title: __________________________

Institution or Business: __________________________

Relationship to applicant: How long have you known the applicant? ___

I know this individual: ( ) Very Well ( ) Well ( ) Fairly Well ( ) Casually ( ) Not Well Enough to Rate

Personality: Address your reaction to this person’s poise, mannerisms, and ability to make a positive impression.

Motivation: Discuss the ease and vigor with which this person approaches a new situation and carries the work to completion
**Ability to work with groups:** Address this applicant’s attitude and ability to work with others in planning, executing, and supervising programs and activities. Also discuss how the candidate responds to suggestions and criticism.

**Responsibility:** Address the degree to which this person is dependable, prompt, and demonstrates the ability to work without direct supervision.

**Stability:** Discuss this person's evenness of disposition and mood, personal/social adjustment, and ability to control his or her emotions and direct them appropriately.

**Sensitivity:** Address this person's sensitivity to and understanding of reactions and feelings of diverse individuals and of groups and the ability to effectively respond to them.

Please offer any additional comments you may have at this time. If more space is needed, please feel free to attach additional sheets if necessary.

Signature: ____________________________________________ Date: __________

Comments on this form are confidential and used only by the interviewers. Candidate retains right to read this if waiver is not signed on first page.