

# Intercollegiate Athletics and Recreational Sports Student Employment Application

**General Information**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Local Phone #: \_\_\_\_\_

Year in School:    F        S        J        S        GR

E-Mail Address: \_\_\_\_\_

Work Study:    Yes \_\_\_\_\_    No \_\_\_\_\_        If Yes, Allotment: \_\_\_\_\_

**Employment Positions**

Place a check next to the position(s) for which you are applying.

**General**

- \_\_\_\_\_ Building Supervisor
- \_\_\_\_\_ Weight Room Attendant
- \_\_\_\_\_ Office Assistant
- \_\_\_\_\_ Laundry Services
- \_\_\_\_\_ Lifeguard
- \_\_\_\_\_ Maintenance
- \_\_\_\_\_ Ice Arena Worker
- \_\_\_\_\_ Front Desk
- \_\_\_\_\_ Retail Sales
- \_\_\_\_\_ Event Worker
- \_\_\_\_\_ Concession Clerk
- \_\_\_\_\_ Ticket Seller
- \_\_\_\_\_ Setup Crew

**Athletics**

- \_\_\_\_\_ Event Management
- \_\_\_\_\_ Event Promotion
- \_\_\_\_\_ Student Asst. – Stats

**Recreational Sports**

- \_\_\_\_\_ Official
- \_\_\_\_\_ Swim Instructor
- \_\_\_\_\_ Fitness Instructor
- \_\_\_\_\_ Youth Rec. Counselor
- \_\_\_\_\_ ORCP Facilitator

**Place a check next to all activities you are competent or interested in officiating**

(Clinics and training sessions are held for all Intramural Sports)

- \_\_\_\_\_ Softball
- \_\_\_\_\_ Volleyball
- \_\_\_\_\_ Soccer
- \_\_\_\_\_ Basketball
- \_\_\_\_\_ Floor Hockey
- \_\_\_\_\_ Flag Football
- \_\_\_\_\_ Ice Hockey
- \_\_\_\_\_ Ultimate Frisbee
- \_\_\_\_\_ Broomball

**Specialized Skills**

**Certified**

- \_\_\_\_\_ CPR
- \_\_\_\_\_ First Aid
- \_\_\_\_\_ Lifeguard
- \_\_\_\_\_ L.G.I
- \_\_\_\_\_ W.S.I
- \_\_\_\_\_ Personal Trainer
- \_\_\_\_\_ CPR Instructor

**Expiration Date**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Office Experience**

- \_\_\_\_\_ Adobe PageMaker
- \_\_\_\_\_ Print Shop
- \_\_\_\_\_ Word
- \_\_\_\_\_ Excel
- \_\_\_\_\_ Web Design

**Education**

High School and Beyond

Years	School	Major Studies	Degree Granted

**Past Work History**

Please provide a full record of all employment – paid and volunteer – and explaining any gaps in employment.

Dates	Employer/Supervisor	Address & Phone Number	Nature of Work	Reason for Leaving

Indicate any employer you **do not** wish us to contact, and the reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Northern Michigan University does not discriminate on the basis of race, color, national origin, gender, religion, height, weight, familial status, marital status, veteran status, disability/handicap or age in its hiring and employment decisions, programs, or activities. Persons having Civil Rights inquiries may contact the Equal Opportunity Office at 906-227-2420. Persons having inquiries regarding the Americans with Disabilities Act (ADA) may contact the ADA Coordinator at 906-227-1704.**

**Return Application & Schedule Form to:**  
 Northern Michigan University  
 Superior Dome  
 1401 Presque Isle Avenue  
 Marquette, MI 49855

Questions Call: PEIF 906-227-2519 or Superior Dome 906-227-2850

# Job Descriptions

## Building Positions

**Building Supervisor** – Responsible for assisting with the overall coordination and supervision of recreational programs, special events and facilities.

**Lifeguard** – Monitor the safety and participation of swimmers during assigned shift.

**Office Assistant** – Responsible for general office related tasks such as distributing department information, answering telephones, taking messages and dealing with the public on a daily basis. The office assistant at the dome will also assist with ticketing and retail sales.

**Weight Room Attendant** – Responsible for the upkeep of fitness equipment, safety of recreation members and their correct usage of equipment.

**Retail sales Clerk** – Responsible for the overall organization and operation of the Superior Dome Retail Store

**Front Desk** – Responsible for operation of front desk, which includes check-in procedures, answering the phone, and cash register operations.

**Ice Arena Worker** – Assist maintenance staff with cleaning and general upkeep of Berry Events Center.

**Laundry Services** – Responsible for all laundry services for designated athletic teams.

**Maintenance** – Assist maintenance staff with cleaning and upkeep of facilities.

## Event Positions

**Event Worker** – Responsible for collecting tickets, monitoring, spectator activity and general assistance to attendees of events. Will also setup or tear down events.

**Setup Crew** – Responsible for assisting with the setup, tear down, and general maintenance of assigned special events.

**Concession Clerk** – Responsible for following established guidelines for food preparation, customer service, cash handling and sanitation of facilities.

**Ticket Seller** – Responsible for the sale of computerized and/or hard tickets for events which the university serves as a ticket agent

**Event Promotion & Management** – Assist with athletic events promotions, game set-up and entertainment.

**Student Assistant – Statistics** – Under the direction of the Sports Information Director, assumes responsibility for compiling and correlating game statistics for a variety of athletic events.

### **Programming Positions**

**Intramural Sports Official** – Officiate assigned contests for the major sports of basketball, volleyball, ultimate Frisbee, softball, football, soccer, floor hockey, broomball, and selected special events.

**Swim Instructor** – Responsible for teaching classes in the American Red Cross “Learn to Swim” program.

**Fitness Instructor** – Responsible for teaching fundamental skills and rule for classes being offered through the Instructional Sport program.

**Youth Recreation Counselor** – Assumes responsibility for the leadership and guidance of children attending our youth recreation programs.

**Outdoor Recreation & Challenge Program Facilitator** – The ORCP Facilitator works in all four areas of the ORCP (Climbing Wall, High Ropes Course, and Initiatives, Trips and Rentals). Duties include working open climb shifts, rental shifts, and programs.

# Intercollegiate Athletics and Recreational Sports Schedule Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Specialized Skills Update:**

	Exp. Date		Exp. Date	Office Experience
C.P.R	_____	C.P.R. Instructor	_____	_____ Adobe PageMaker
First Aid	_____	Personal Trainer	_____	_____ Print Shop
Lifeguard	_____			_____ Word
W.S.I	_____			_____ Excel
L.G.I	_____			_____ Web Design

Hours per week desired? \_\_\_\_\_

Are you willing to work weekends? \_\_\_\_\_

Please "X" out the times you are unable to work.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
6:00 – 7:00 am							
7:00 – 8:00 am							
8:00 – 9:00 am							
9:00 – 10:00 am							
10:00 – 11:00 am							
11:00 am – Noon							
Noon – 1:00 pm							
1:00 - 2:00 pm							
2:00 -3:00 pm							
3:00 – 4:00 pm							
4:00 – 5:00 pm							
5:00 – 6:00 pm							
6:00 – 7:00 pm							
7:00 - 8:00 pm							
8:00 – 9:00 pm							
9:00 – 10:00 pm							
10:00 – 11:00 pm							
11:00 pm - Midnight							