Thank you for your interest in the Student Recreation Center. The following information is provided to assist candidates in the application and interview process.

**APPLICATION PROCESS AND INSTRUCTIONS**

Applications will only be accepted when a position is posted. SRC job descriptions and openings are posted on the SRC website at www.csudh.edu/reccenter and at www.csudh.edu/cece/. If you wish to apply for more than one position, please turn in one application for each position. These applications can be copies of your first application with the appropriate information added for each position for which you wish to apply. Please attach the Supplemental Student Employment Questionnaire that corresponds to the position for which you are interested.

Please fill out the application as thoroughly and specifically as possible. Incomplete applications will not be considered.

Consider each question carefully, keeping in mind the particular position for which you are interested. These answers will be a factor in determining who will be selected for an interview. Although not required, you may also want to consider typing your application. Return completed applications to the Member Services front desk.

**SELECTION PROCESS**

Once a position is posted, applications will be screened for the skills required for that position. Previous work experience and your answers to the Supplemental Student Employment Questionnaire will be evaluated. Based on that, candidates will be selected for interviews. Candidates who pass the initial screening process can expect a phone call approximately two weeks after the job posting date.

Interviews may be conducted individually or as a group. A group interview would involve three to five candidates for about an hour interview with a panel of three to five staff members. During the interview, you will have the opportunity to answer each of six to ten questions regarding the duties and responsibilities of the position. All interviewed candidates will be notified of their status as soon as possible. In some cases, a second interview may be scheduled.

Once a position has been filled, all the applications for the position are filed. Applicants who are not offered an interview or job offer are encouraged to reapply for any position as they become available.

**DRESS FOR SUCCESS**

The professionalism of the Student Recreation Center staff is an important part of the quality of the facilities, programs, and services. It is expected that you dress appropriately for an interview. If you have any questions regarding this, please call.

**BRING A RESUME**

Any information that can tell us more about your qualifications and experience is helpful. A resume is not required for most positions, but shows good preparation for any job search. Resumes are highly recommended for our management or leadership positions.

**BE PUNCTUAL**

We suggest you arrive early. The last thing you want to do is keep a roomful of people waiting. First impressions are critical.

**BE PROFESSIONAL**

We want you to have fun and learn from this experience, but poor attitudes and jokes in bad taste do not show a commitment to hard work and professionalism. Uses of profanity or off-color remarks are not appropriate.

**DO YOUR HOMEWORK**

Do some research and find out what the Student Recreation Center is all about. Ask questions and know what is expected of you in the position for which you are applying.

**BE PREPARED**

We will ask you the obvious questions. “Why do you want to work at the SRC?” “What special qualities or experiences do you have that will contribute to the SRC?” Put some thought into these types of questions and be specific in your answers.

Please detach and keep this page before turning in your application.
Student Recreation Center
Student Staff Application

Date: ___________

**POSITION**  (Please select one position per application. Position must be open in order to apply.)

- [ ] Member Services
- [ ] Rock Assistant
- [ ] Fitness Advisor
- [ ] Recreation Assistant
- [ ] Rec Adventures Trip Leader
- [ ] Personal Trainer
- [ ] Fitfloor Monitor
- [ ] Intramural Sports Supervisor
- [ ] Marketing (Video Production)
- [ ] Student Manager on Duty
- [ ] Intramural Sports Official
- [ ] Marketing (Web Design)
- [ ] Student Manager—specify: _______________
- [ ] Marketing (Graphics)
- [ ] Group X Instructor—specify: _______________
- [ ] Bike Share Attendant

**GENERAL INFORMATION**

Name: _______________________________  Student ID#: _________________________
(as it appears on your social security card)

Email: _______________________________  Primary Phone: _________________________

Can we contact you through text messages in regards to this application?  [ ] Yes  [ ] No

**CSUB INFORMATION**

Major: _________________  Grade Level: _____________  GPA: __________

Expected Graduation Date: __________

Have you applied for Work Study?  [ ] Yes  [ ] No

Received Work Study Award?  [ ] Yes  [ ] No  If Yes, please indicate amount of Allocation: $______________

**CERTIFICATIONS**

Please indicate the name of the issuing organization and expiration dates. (Not all certifications are required for all positions.)

CPR: _______________________________  AED: _______________________________

First Aid: ___________________________  Personal Trainer: _______________________

Group X Instructor: ____________________  Other (Specify): _______________________

Wilderness First Aid: ___________________
**EMPLOYMENT EXPERIENCE (List most recent position first)**

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**ADDITIONAL VOLUNTEER/LEADERSHIP POSITIONS**

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## CLASS SCHEDULE

Quarter:  Fall  Winter  Spring  Summer  Year:
Date available to start work:  Estimated number of hours available:

Please “X” out hours that you are NOT available. Morning, evening and weekend hours are required.
(This does not determine your work schedule.)

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### REFERENCES (Must provide 3 professional or character references.)

Friends & Relatives will not be accepted

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## ADDITIONAL INFORMATION

Have you ever been convicted of a crime as an adult other than minor traffic violations? □ Yes □ No
If yes, please explain (Conviction of a crime is not an automatic bar to employment): __________________________

Are you legally authorized to work in the United States? □ Yes □ No
Are you 18 years of age or older? □ Yes □ No
Have you ever been dismissed or asked to resign? □ Yes □ No
If yes, please explain: ____________________________________________

## AUTHORIZATION (Read carefully before signing.)

I understand that any misrepresentation of the facts called for in this application may be cause for dismissal and that my employment is contingent upon verification of this information. I authorize verification of:

- All information given: ____________________________
  Signature
  or
- All information except present employer: ____________________________
  Signature

I have read this application carefully and completely and fully understand it.
Signature: ____________________________ Date: ______________
Supplemental Student Employment Questionnaire

Please answer the following questions on another sheet of paper as they relate to the position for which you are applying. Please attach the answers to your application. Your answers will be used in the preliminary application screening process.

Recreation Assistant

1. The recreation assistant position involves a stressful environment (accidents, injuries, fights, and angry patrons, etc.), please give an example of a time you encountered a chaotic situation and how you handled it. What could you have done to improve the situation?
2. With the diverse population at the SRC, please describe your interpersonal skills when interacting with supervisors, co-workers, and participants.
3. How well do you handle giving and receiving criticism from your co-workers and your supervisors? How comfortable are you with enforcing SRC policies towards your peers?
4. What is your knowledge and familiarity about basic hand tools and exercise equipment?
5. Exercise equipment contains moving parts that can put you at risk for injury. Are you comfortable cleaning and working around this type of equipment? What would you do in a situation where the equipment is beyond your knowledge base?

FitFloor Monitor

1. What is your experience with weight training, and exercising on cardiovascular equipment?
2. How would you make the SRC more inviting to all students on campus?
3. You observe a participant performing a Squat incorrectly. How would you approach this person?

Fitness Advisor

1. When did you successfully complete Biology 250 Human Anatomy, Biology 255/256 Human Physiology, and PEAK 310 Measurement/Evaluation?
2. How did you become interested in being a Fitness Advisor?
3. Are you planning on pursuing a personal training certificate? If so, which one?

Group Exercise Instructor

1. Please give a description of your Group Exercise background. Please make sure to include how long you have participated in these activities and how much teaching experience you have.
2. What class are you comfortable with teaching right now, and how would you describe the class?
3. Have you attended any Group Exercise classes at CSUB? If yes, which classes?

IM Sports Official

1. Describe your background, skills, and experience as they relate to the Intramural Sports Official position?
2. What would you do to effectively manage and reduce the risk of injury and accident?
3. What makes Intramural Sports an important component of student life on campus? And why?
4. What does it mean to you to be customer service oriented? How does that apply in this position?
IM Sports Supervisor

1. Please describe your experience supervising, administrating, and officiating sports programs. Please provide the specific age groups and sports you were involved with.
2. What would you do to effectively manage and reduce the risk of injury and accidents in Intramural Sports programs?
3. What experience do you have in providing leadership to other individuals? Please give specific examples.
4. Describe the various types of intramural sport participants. How do you insure that each type of individual is receiving the same level of service?

Marketing Assistant

Graphics, Videography, Web design

(Based on your marketing skill set, we understand that you may not be able to answer all the questions and that’s okay. You will not be excluded due to an unanswered question in this category.)

1. What software programs are you familiar with (ex. Adobe and Microsoft products, etc.) and how much experience do you have with each?
2. What is your current experience with graphic design, videography and web design, if any?
3. Have you taken any formal classes in graphic design, videography, or web design in which you have learned your skills or are you self-taught?
4. Describe your workflow and process in completing projects. Please specify which field you are describing (graphic design, videography, web design).

Member Services Assistant

1. What knowledge and experience (education, work, volunteer leadership, etc.) qualifies you for this position?
2. Describe your definition of customer service and provide one example. How would you identify a customer’s needs?
3. As a Member Services staff, you will be required to enforce SRC policies. How do you handle a situation where your best friend does not have their ID and they have used all their “freebies” for that quarter?
4. Working at Member Services requires a great deal of multi-tasking. How comfortable are you with handling multiple customer concerns at one time?

Bike Share Attendant

1. What, if any is your previous experience with bicycle maintenance?
2. What are the top 3 skills you think are required to be successful in this position?
3. What skills/experience do you hope to gain from being in this position?

Personal Trainer

1. Please describe your Personal Training background. Please make sure to include how long you have trained and at what Club.
2. Have you participated in a Personal Training session at CSUB?
Rec Adventures Trip Leader

1. Do you have an American Red Cross Wilderness First Aid Certificate? If so, please provide the expiration dates of the certification. If not, how soon could you obtain the certification?
2. Please describe your experience with outdoor activities and how will it relate to the Recreation Adventures program.
3. Please describe your passion for outdoor recreation and how you would share that passion with trip participants.

Rock Assistant

1. Are you currently a climber at the SRC?
2. Please describe your Climbing background. Please make sure to include how long and where you have climbed.
3. Have you ever belayed before?

Student Manager

(This section applies to all Student Manager positions except Student Manager On Duty.)

1. Why do you think you are ready to take on the Student Manager position at the SRC? What contributions will you make to the Leadership Team?
2. How will you ensure that Student Recreation Center facilities, programs, and services are in reality, and also in perception, inclusive and welcoming to ALL students?
3. Student managers are expected to solve problems, make decisions, and be accountable. This is especially true when interacting with students, faculty, staff, and alumni who have questions or complaints regarding policy. How comfortable are you in this role and how would you prepare yourself to handle these situations?
4. Please describe a supervision problem you have faced and how you resolved it.
5. What experience do you have in providing leadership to other individuals? Please give specific examples.
6. How comfortable would you be in disciplining a peer? In recommending a peer be terminated?
7. In addition to supervising staff areas, the student manager team is responsible for assisting in the development and delivery of all program areas (intramural sports, fitness classes, informal recreation, wellness workshops, etc.). How would you prepare yourself to contribute to program planning and implementation?

Student Manager On Duty

1. Why do you think you are ready to serve as the SRC Student Manager On Duty?
2. Please describe a work-related problem or decision you needed to make that impacted others.
   How did you approach and resolve the problem or decision?
3. This position is intended to be responsible for all aspects of the SRC in the absence of the full-time staff.
   How comfortable are you with this level of authority and what experience do you have that would prepare you for this responsibility?
4. How would you ensure that all student staff members are performing the expectations of their job duties during every work shift?
5. How comfortable would you be in disciplining a peer and especially in recommending a peer be terminated?
6. In what ways could you contribute to the safety education and awareness of the SRC staff and participants?
7. How could you contribute to assessing the value that participating in SRC programs, services, and facilities provides to individual students?