Student Job Application

Department of Campus Recreation

Student Employment Eligibility

To be eligible for a student position with the Department of Campus Recreation, a person must be a currently registered student

and maintain that status for the duration of their employment.

Send applications to [Danielle.lavender@louisville.edu](mailto:Danielle.lavender@louisville.edu) or [Katherine.Halbleib@louisville.edu](mailto:Katherine.Halbleib@louisville.edu)

*Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name: Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a College Work Study recipient? Yes \_\_\_\_\_ No \_\_\_\_\_ Preferred Start Date: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current field of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated year of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any times that you are willing to work: (i.e. Mornings, Afternoons, Evenings, Weekends)

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What relevant work/volunteer /recreational experiences have you had?

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List 3 References:

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List any current or planned certifications\* you have and their expiration dates: (\*CPR, First Aid, Personal Trainer, Group Fitness Instructor etc.)

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\*Attach resume, copies of certifications, or other information of related areas of interest and/or expertise:

Office Use Only: Date applications received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff initials: \_\_\_\_\_\_\_\_\_

Action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Descriptions: Check all positions of interest

\_\_\_\_ Front Office Assistant

Provide excellent customer service assistance for general office clerical functions. Answer phone calls and direct calls to appropriate staff members. Greet visitors, produce various forms of membership IDs, direct visitors to appropriate staff members, and provide program information to visitors. Other duties as assigned. This is a general office assistant position.

\_\_\_\_ SRC Student Staff

This position consists of a variety of duties including monitoring member entrance, reservations of activity spaces, equipment check-in/ out, cleaning of facility, enforcing weight room policies, ensuring member safety, providing excellent customer service, and assisting Facility Managers with other various tasks as assigned.

\_\_\_\_ Intramural Sports Official

Officials are hired to officiate our major team sports: Softball, Flag Football, Volleyball, Basketball, Soccer, Floor Hockey, and Team Handball. No prior experience is necessary as all training is conducted by the department. A basic level of knowledge in a sport is a benefit.

\_\_\_\_ Intramural Sports Score Keeper

This position’s main tasks are score keeping of events, checking in team members, and ensuring all participants show their cardinal cards during check-in. Other tasks can include event setup/ breakdown and assisting Intramural Supervisors in various tasks.

\_\_\_\_ Personal Trainer

This position works one-on-one or in group settings to assess and train clients through workout sessions. Personal trainers are responsible for enforcing policies regarding safe use of equipment. A personal training certification is required to hold this position. **NOTE**: If you are interested in becoming a trainer write a note and we can help.

\_\_\_\_ Group Fitness Instructor

Group Fitness instructors are responsible for creating a safe but effective workout through a variety of different group fitness classes. This includes developing and organizing choreography, movement sequencing and progression, cueing, safety and so much more. Instructors will engage, educate, and empower each participant on fitness and wellness through their classes. Our instructors are required to have a nationally ranked. **NOTE**: If you are interested in becoming a group fitness instructor write a note and we can help.

\_\_\_\_ HSC Fitness Center Staff

This position consists of a variety of duties including monitoring member entrance, equipment check-in/ out, light cleaning of facility, enforcing weight room policies, ensuring member safety, providing excellent customer service, and assisting Facility Managers with other various tasks as assigned.

**\*Applications will be discarded at the end of each semester, please reapply if still interested.**