

The Lair – General Staff

The Campus Activities Office employs a number of students through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

REQUIREMENTS:

1. Must be a full time McKendree student registered for the current semester with either Federal or Institutional work study.
2. Must be in good standing with McKendree both academically and judicially.
3. Must be able to work weekend or evening shifts. Some holiday/semester break work may be required.
4. Shall have a minimum of 5 hours of Federal Work Study allotted per week.
5. Must be able to physically lift at least 30 pounds.
6. Completed Employment Checklist and required signatures.
7. Completed online application for Campus Activities Work Study

RESPONSIBILITIES:

1. Attend all mandatory meetings and training sessions as specified
2. Work study staff may have regularly scheduled hours in the Lair as well as with concessions during the soccer, volleyball, basketball, lacrosse, fencing, softball, and baseball seasons (additional seasons possible).
3. Must be available for large scale campus events (ie. Fall Family Weekend, Homecoming, Spring Fling, etc) and internal events (tournaments, viewing parties, etc.)
4. Responsible for receptionist duties; Maintain desk operation
5. Greet and direct visitors; Provide information and answer inquiries regarding programs and campus resources
6. General facility cleaning and maintenance
7. Be familiar with standard floor arrangements of our programming areas (Lair, Lair Pit), layout of storage areas, and proper use of audio/visual and gaming console equipment
8. Assist with events sponsored by the Office of Campus Activities as needed
9. Assist with the planning and execution of various recreational and leisure activities
 - a. Events may consist of tournaments, trivia nights, viewing parties (sports, tv shows, movie nights), and other social activities.
 - b. Most events will be held late night and/or weekends.
10. Maintain a courteous and helpful attitude with crew members, and the general public
11. Assist with the movement and arrangement of furniture as specified.
12. Assist with administrative tasks as directed by the Campus Activities Office Staff or Lair Staff Managers
13. Data Entry for Check-In and Check-Out Equipment; some cash handling duties required for Concession/Snack Bar, Equipment Rentals and general sales.
14. Other duties as specified.

SALARY AND BENEFITS:

1. Minimum wage
2. (2) Free staff shirts provided. One for desk, one for concessions to be worn during shifts (additional shirts available for purchase)
3. Exposure to a fun and active environment on campus!