



**UNIVERSITY OF NORTHERN COLORADO
MARCUS GARVEY CULTURAL CENTER**

APPLICATION FOR STUDENT EMPLOYMENT

Date _____ How were you referred to our Employment Opportunities? _____
 Month Date Year (financial aid office, friend, website, other department, etc.)

Name _____ Student ID # _____
 Last First

Local Address: Number and Street City State Zip

Permanent Address: Number and Street City State Zip

Local Phone () _____ Cellular () _____ Email _____

Date of Birth _____ Classification _____ Expected Date of Graduation _____

College _____ Major _____ GPA (2.5 required) _____

Circle the semester you are applying to work: Summer Fall Spring **Date Available to Begin Work:** _____

Have you been awarded Federal Work-Study? _____ if awarded, how much? _____ if not, have you applied*? _____

**Please See Aimee Rogers in Financial Aid to determine if you are eligible for work-study.*

Have you applied/worked for the MGCC before? YES NO

Have you previously worked on campus and/or do you currently work on campus? YES NO Number of hours per week _____
 If yes, please indicate the following:

Name of Department _____ Employer's Name _____

Department Phone # _____ Paid Monthly or Biweekly _____

Name of Department _____ Employer's Name _____

Department Phone # _____ Paid Monthly or Biweekly _____

Recent Work Experience (you MUST submit a copy of your resume and two letters of recommendation with this application to assist in the interview process):

From _____
 MO YR Name of Employer Telephone Number

To _____
 MO YR Street City State Zip

Hours/Week _____
 Immediate Supervisor Your job title

Duties _____

Reason for leaving _____

Commitments

1. Describe your previous/current extracurricular activities and/or leadership activities?

Which job(s) are you interested in? (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, etc., NI = not interested)

House Student Coordinator	Duties include: Providing administrative staff with feedback about center improvement/upgrades, ensuring the cleanliness and organization of the center, photographing all MGCC events, scrap-booking, assisting other student coordinators with responsibilities/duties, and other general center duties.
Public Relations/Marketing Student Coordinator	Duties include: Focuses on outreach, recruitment, and developing creative marketing/advertising strategies for the centers' events. The main responsibility for this position is to either inform and/or educate the campus and Greeley Community about our program and services, obtain volunteers for the center, and recruit new members to the centers' sponsored clubs/organizations.
Graphic Design/Website Student Coordinator	Duties include: creating printed material such as brochures, newsletters, posters, postcards and flyers to keep the Centers' community and the University of Northern Colorado campus informed of programs, services, events, and issues of interest within the Center. The position will also maintain and update the centers' website as needed.
Activities Student Coordinator	Duties include: coordinates social and cultural programs, services and events in support of cultural specific community and the University of Northern Colorado campus community, for example: Black History Month Programs, Martin Luther King March & Celebration, Spring Barbeque, Movie/Game Nights, Faculty lectures, and other various educational and social events.
Club & Organization Student Coordinator	Duties include: serves as liaison to the Centers' sponsored club and organizations-Black Student Union, Black Student Alliance, Black Women of Today, Black Men of Today, and Divine 9. This position will attend all club/organization meetings to maintain the communication between clubs/organizations and coordinate student club/organization mixers once per semester.

ALL POSTIONS REQUIRE THE FOLLOWING Qualifications: *Friendly and Outgoing People Personality, *Able to give and carry out direction in a high activity and service-oriented environment * Excellent interpersonal and communication skills *Able to work under pressure while maintaining a positive attitude *Able to work within a multi-cultural environment *Knowledge of Microsoft Word and Microsoft Excel *Knowledge of the services, resources, events and building policies *Customer service experience is preferred if you are interested in working in those areas that require front line customer relations or event management.

From the following List, please check all skills you posses.

Artistic	_____	Filing	_____	Other	_____
Bookkeeping	_____	MS Access	_____		
Customer Service	_____	MS Excel	_____		
Document Editing	_____	MS Publisher	_____		
Desktop Publishing	_____	MS Word	_____		

Availability: Please indicate ALL hours you are available to work on each day of the week. (MGCC Hours of Operation: Monday-Friday: 8a-8p; Summer: 8a-5p)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Mandatory Student Participation

- All students must work a minimum of 10 hours per week and an average of 12 to 15 hours. ****Non-work study students are only allowed to work a maximum of 10 hours per week**
- A mandatory training session will be held **at the beginning of each semester**
- Mandatory student meetings will be held every **Tuesday of each week from 4:30p-5:30p.****

*I understand my obligation to attend and/or participate. _____ . (Please initial)

*I agree to read the weekly emails that contain info pertinent to my position at the Marcus Garvey Cultural Center. _____ . (Please initial)

I hereby certify that all statements on the employment application are true and complete to the best of my knowledge. I understand that my signature below authorizes the Marcus Garvey Cultural Center to review my academic records and transcripts for verification of my grade point average and to review records in the Office of Student Conduct and Community Standards.

Mandatory: Turn in a copy of your class schedule – a preliminary one will work with the application; however, verification of enrollment will be done if you are hired.

Signature: _____ Date: _____