## EMPLOYMENT OPPORTUNITIY

**2019-2020**

### Rental Center Staff

Pay rate: $12/ hour

**DEPARTMENT DESCRIPTION**

In the fall of 1971, a group of UC Davis students organized and hosted a gathering of students from Northern California and Oregon to discuss how to put together an outdoor program. The result of this meeting was the formation of an organization called Outdoor Adventures (OA), which was founded during the ensuing school year at UC Davis.

OA’s primary mission is to develop outdoor leadership and teaching skills within the student-oriented environment of the University. We achieve this by serving over 3,000 participants annually, and offering more than 300 different classes and trips per year. This is all made possible by a diverse group of approximately 150 active guides, teaching assistants and office staff. To recruit and train new guides, OA has established Guide Training Schools in all the areas that we run trips.

# JOB DESCRIPTION

Under the supervision of the Rental Center Student Manager and Career Staff, Rental Center staff will perform class registration; rental reservations; provide direct support and communication to the Land and Water Managers; inventory equipment; check and clean/wash equipment; perform routine office support; answer phones; and provide exceptional customer service.

This position will begin in late September 2019, at the beginning of the 2019/2020 academic year. The ideal candidate would be available to work throughout the remainder of the school year and into summer.

# MINIMUM QUALIFICATIONS and REQUIRMENTS

* *Strong* organizational and time management skills
* Experience/ knowledge of Outdoor Adventures class and course offerings
* Ability to work in a fast paced environment
* Ability to problem solve under pressure
* Strong verbal communication skills
* Experience working in a customer service position
* Willingness to learn about and work with outdoor equipment
* Proven ability to follow-through and is hard-working
* Able to work at least 10 hours per week, Mondays-Fridays 10am-6pm for the 2019/2020 school year.

# SELECTION PROCESS

A limited number of qualified applicants will be invited to participate in an interview.

# HOW TO APPLY

Applications are available at Outdoor Adventures on the UC Davis campus and on Aggie Job Link. For further information, please call our office at

(530) 752-1995 or email akikut@ucdavis.edu.

# FINAL FILING DATE

Applications are **due** no later than **6:00 p.m. August 30th, 2019.**

***Today’s Date***:      /     /

|  |
| --- |
| ***Position Applying for:***       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Full Name***: |       |       |       |  |  |
|  Last | First | M.I. |
| ***Address***: |       |       |
|  Street Address | Apartment/Unit # |
|  |       |       |       |
|  City | State | ZIP Code |
| ***Phone***: | (     )       | E-***Email Address***: |       |
| ***Date Available***: |       |  ***Position Applying for:*** |       |

Are you currently or have you ever been employed by the Department of Campus Recreation and Unions (CRU)?

If you answered yes, please provide name of supervisor.

Have you ever been terminated from employment at CRU or resigned to avoid being terminated?

If yes, please state the date (year) and explain the circumstances:

|  |
| --- |
| ***Availability*** |

Evenings: [ ]  Yes [ ]  No Weekends: [ ]  Yes [ ]  No

Holidays: [ ]  Yes [ ]  No Total Hours Available Per Week:

Are you available for summer employment? [ ]  Yes [ ]  No

Do you have Work Study? [ ]  Yes [ ]  No

|  |
| --- |
| ***University of California, Davis Work Experience*** |

Are you currently or have you ever been employed by any other department on campus?

[ ]  Yes [ ]  No

*If you answered Yes, please list the following:*

Department(s):       Position:

Dates:       Phone #: (     ) Hours per Week:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***References*** |

*Please list two professional references (examples: employer, supervisor, professor, coach, or mentor).*

Name:       Phone #: (     )       -

Position

Relationship to you:

Name:       Phone #: (     )       -

Position

Relationship to you:

|  |
| --- |
| ***Thank you for your interest in this position*** |

The University of California-in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975-does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices, nor does the University, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and Section 12940 of the State of California Government Code, discriminate against any employees of applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, or their marital status; nor does the University discriminate on the basis of citizenship, within the limits imposed by law or University policy; nor does the University discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatment in the University programs and activities, and application for and treatment in the University employment. In conformance with the University policy and pursuant to Executive Orders 11246 and 11375, Section 503, of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University of California is an affirmative action/equal opportunity employer. Inquiries regarding the University’s equal opportunity policies may be directed to the Vice Chancellor of Academic Affairs and Affirmative Action officer , 521 Mrak Hall, 752-2412. Speech and hearing impaired persons may dial (TDD) 752-7340.

CERTIFICATION: I certify that all responses are true, complete and correct to the best of knowledge and belief and are made in good faith. I understand the information I have provided in this application may be verified and that any falsification of information is grounds for discrimination or separation. I also understand that I will be required to sign an oath of allegiance prior to appointment. Your name below serves as an electronic signature.

|  |
| --- |
| Signature of Applicant:       Date:      /     /      |

Are you a UCD student? yes no

If yes, first quarter enrolled at UCD \_\_\_\_\_\_\_\_\_\_ Expected graduation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach **current** school/work schedule (this is to help with scheduling interviews, not determining future work schedule.)

Please use additional pages to answer the questions below and attach to the application.

1. Why are you interested in this position?

2. What skills and/or experience do you have that you believe make you qualified to be an Outdoor Adventures employee?

 3. What outdoor experience do you have?

4. This job requires a high degree of customer and staff interaction: please share a memorable customer service experience you have had.