



campus activities

EVENT SECURITY STAFF

Description: Event Security Staff are charged with maintaining a safe and comfortable environment for attendees, other staff, and self at large events on campus by providing a positive peer security presence.

Duties:

- Establish a safe security presence to uphold the integrity of the facility and event
- Maintain door access and perform routine search procedures including bag searches, screening of guest's tickets, credentials, etc.
- Assure that no prohibited items enter the venue
- Greet and direct guests to seating areas and services
- Receive and act on complaints from attendees according to established policies and protocol
- Implement all policies and procedures throughout facility and report any suspicious activity
- Work in conjunction with University Police and Harpur's Ferry SVAS to handle any event security issues
- Attend mandatory general and NYS Crowd Manager Certification trainings (provided)

Qualifications and Skills:

- Perform all essential duties to satisfactory standards
- Good academic and judicial standing
- Excellent communication skills in English, including the ability to communicate effectively and assertively with patrons, guests, and other employees
- A strong customer service attitude
- Ability to remain calm and level-headed in a fast-paced and energetic environment
- Full mental and physical dexterity with the ability to move, kneel, crouch, see and hear
- Ability to walk and stand for extended periods of time (up to 6 hours)
- Ability to lift 25 lbs.



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EVENT SECURITY STAFF EMPLOYMENT APPLICATION

Name: _____	Cell Phone #: _____
Email: _____	Year in School: Fr So Jr Sr
Do you live: _____ On campus _____ Off campus	Anticipated Year of Graduation: _____

Please answer the following questions in the spaces provided. If you need more space you may attach additional sheets to this application.

1. Why do you want to work Event Staff?

2. Please describe your qualifications relevant to the position.

3. What activities, organizations, or clubs are you involved with on campus?

4. Please provide the names of two references. At least one of the references should be a Binghamton University faculty or staff member.

NAME	PHONE #	RELATIONSHIP TO YOU	MAY WE CONTACT THIS PERSON? ___ YES ___ NO
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PLEASE NOTE: If you are interested in working Event Staff to possibly meet an artist or performer, or to gain entrance to an event for free, please do NOT apply. At each event, certain posts need to be covered by Event Staff and most of these posts are in areas with no view of the stage and/or they are significant distance away from the performer.

This section will be forwarded to the judicial affairs office and will serve as authorization for that office to release your judicial record to Jennifer Keegin in Campus Activities.

I, the applicant, understand that by signing this form, I authorize the Judicial Affairs Office to release my disciplinary record to Jennifer Keegin, Associate Director of Campus Activities, to verify any information regarding my judicial record that may be included in my Event Staff employment application.

Name of Applicant: _____ Date: _____

Signature of Applicant: _____

B-Number: _____

Please return this application to Jennifer Keegin, U UW-205.

*Thank you for your interest and for completing this application for employment with Event Staff.
You can now follow Event Staff on Facebook!*