



Summer Conference Office  
1200 University Street Unit 9200  
Spearfish, SD 57799-9200  
605-642-6908 (phone)  
605-642-6024 (fax)

Dear Rally Host Applicant:

Thank you for showing an interest in working for Residence Life Rally Housing at Black Hills State University. Your first step is the application process. In addition to completing this application, ***a current resume\*\* is required.*** The application is due by **Friday, March 19<sup>th</sup>, 2021 by 5:00 p.m.** at the Residence Life front desk (Woodburn 124) or in the Summer Conference and Rally Office (Woodburn 128). **Please type your application in black ink.**

If you have any questions regarding this process, please feel free to contact:

Nancy Shuck, Summer Conference Coordinator	(605) 642-6908
John Ginther, Residence Life Assistant Director	(605) 642-6464
Brittany Bell, West Complex Director	(605) 641-3550
Nathan Feldt, East Complex Director	(605) 641-6228

\*\*If you need assistance creating a resume, please contact the Career Services Specialist in the Student Success Center.

#### Rally Host Timeline

<b>Applications out:</b>	<b>March 1<sup>st</sup>, 2021</b>
<b>Rally Applications due:</b>	<b>March 19<sup>th</sup>, 2021, by 5:00 p.m</b>
<b>Rally Interviews:</b>	<b>March 29<sup>th</sup> through April 2<sup>nd</sup>, 2021</b>
<b>Decision Contacts:</b>	<b>April 7<sup>th</sup>, 2021</b>

**Remember to turn in your completed Rally Host Application and Resume at the Residence Life reception desk (Woodburn 124) and sign up for an interview time.**



Sturgis Rally Office  
1200 University Street Unit 9100  
Spearfish, SD 57799-9100  
605/642-6908 (phone)  
605/642-6024 (fax)

### 2021 Rally Host Application

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_

Are you over 18 years of age by August of this year? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a US citizen or authorized to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.

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#### **Education:**

Are you a university student? Yes \_\_\_ No \_\_\_ What University? \_\_\_\_\_

If a student, what level will you achieve by Fall 2021? Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_  
Junior \_\_\_\_\_ Senior \_\_\_\_\_

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#### **Previous Work Experience:**

1. Place of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ May we contact former employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Explain Duties: \_\_\_\_\_

2. Place of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ May we contact former employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Explain Duties: \_\_\_\_\_

Please attach a resume and return this application to the Summer Conference / Rally Office by March 19, 2021.

What makes this position attractive to you? \_\_\_\_\_

What do you expect the position and working conditions to involve? \_\_\_\_\_

Describe your previous experience working with people. \_\_\_\_\_

Will you have other employment August 3<sup>rd</sup> through August 20<sup>th</sup>? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Are you able to work long hours (8 on and 8 off with overtime or 10 hours/day with overtime)? \_\_\_\_\_

Do you have problems working graveyard/night shift? \_\_\_\_\_ Please circle your preferred shift.

Day

Swing/Evening

Graveyard/Night

Describe your philosophy of job attendance. \_\_\_\_\_

Describe your experience with busy work environments. \_\_\_\_\_

Describe your experience with quiet work environments. \_\_\_\_\_

Which do you prefer (busy or quiet)? \_\_\_\_\_

Prioritize the following people, all approaching your desk at the same time: 1) Couple checking out; 2) Couple checking in; 3) Man complaining about heat; 4) Woman asking for restroom. \_\_\_\_\_

What factors did you use in your decision? \_\_\_\_\_

Explain how you would respond to the guest complaining about the heat in the Hall rooms. \_\_\_\_\_

I certify that the information provided herein is true, correct, and complete to the best of my knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Black Hills State University Rally Host**

## **Job Description and Terms of Employment**

The Rally Host is a student or temporary position employed by Black Hills State University in the division of Student Affairs and Residence Life. They are primarily responsible for serving our Rally guests, before, during, and after their stay at Black Hills State University. Additionally they are responsible for general hall preparation in anticipation for the upcoming academic year.

Highly developed teamwork skills and autonomy are essential to this position as they work within a team as well as individually on tasks assigned to them by the Summer Conference Coordinator. Developed Customer Service Skills are also a necessity as they are the primary point of contact with Black Hills State University for our guests. General cleaning and housekeeping duties may also be a part of this position. Some members of the Rally Host staff are responsible for linen distribution and collection before and after our guest's stay. The Rally Host staff may also be responsible for helping to prepare the halls in preparation for our students. The Rally Host reports directly to the Summer Conference Coordinator, and indirectly to the senior staff of the Residence Life Office.

### **Required Qualifications:**

- Ability to work full time for the entire length of employment, August 2<sup>nd</sup>, 2021, to August 20<sup>th</sup>, 2021
- Ability to work up to 10 hours per day for the length of the Rally (August 4 – August 14, 2021)
- Knowledge and understanding of Black Hills State University policy and procedure
- Developed Teamwork Skills
- Developed Customer Service Skills
- Developed Interpersonal Skills

### **Desired Qualifications:**

- Previous experience with general housekeeping procedures and cleaning
- Previous experience living and working within a Residence Hall environment
- Previous experience working with BHSU Rally housing
- Previous experience with policy enforcement
- Previous experience with on-call procedures

### **Standard Compensation:**

- \$9.45/hour
- Housing may be available on the BHSU campus for the duration of the Rally. Please request housing if needed.
- Compensation does not include state benefits.

### **Terms of Employment:**

- Length of Assignment: August 2<sup>nd</sup>, 2021 – August 20<sup>th</sup>, 2021
- Must meet all requirements that pertain to student or temporary employees set forth by BHSU, the Board of Regents, and the State of South Dakota.

### **Rally Host Expectations:**

- Rally hosts will be assigned to one of three 10-hour shifts which will be worked daily during the Sturgis Motorcycle Rally:
  - Day shift (8am to 6pm), Swing shift (6pm to 4am), and Night Shift (10pm to 8am)

Please attach a resume and return this application to the Summer Conference / Rally Office by March 19, 2021.

- Work will fall under 2 categories of work **Hosting, and Hall and Campus Security**, but is not limited to these 2 categories
  - **Hosting** –The host’s first responsibility is to assist with Rally guests’ Check-Ins, Check-Outs, Linen Service, and ensuring the Hall is tidy and safe.
  - **Hall and Campus Security** – Hosts must do a round of their assigned hall every 2 hours. Additionally, swing shift hosts must patrol the campus from 10pm to 4am, ensuring maintenance of a safe and secure environment for our guests and their vehicles. If you become aware of any situation that seems problematic, you are to contact your direct supervisor. If there is an apparent emergency, you should dial 911 or 641-6988 immediately.

**Reporting of work time**

- All work time must be turned in on the SNAP Portal by 9:00am the 21st of August.
- If time sheet is not turned in by designated time or is lacking information, employee risks missing August’s pay period and thus not getting paid on time
- Rally Hosts will be paid on the last working day of the month, direct deposit is preferred.

If you accept and understand the terms of employment, expected work duties and compensation, please sign below:

\_\_\_\_\_

Rally Host Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Summer Conference Coordinator Signature

\_\_\_\_\_

Date