

HUNT COLLEGE UNION

Student Employee Guide

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TELEPHONE NUMBERS

Campus Life Office.....	(607) 436-2410
College Union Activities Council	(607) 436-3012

Coordinator, GSRC & LEAD.....	(607) 436-3213
Dining Services..	(607) 436-2449
Director of Campus Activities	(607) 436-2550
Gender & Sexuality Resource Center(GSCR).....	(607) 436-2190
Hunt College Union Director	(607) 436-3013
ID Office	(607) 436-3367
Information Desk Number	(607) 436-3730
Inter-Greek Council Office	(607) 436-2052
Oneonta/Yearbook.....	(607) 436-2391
Organization of Ancillary Services	(607) 436-3352
Phonathon	(607) 436-2778
Red Dragon Bookstore.....	(607) 436-2140
Reservation Desk Number	(607) 436-3722
Secretary, Campus Life Office	(607) 436-3222
Shipping Room	(607) 436-3177
State Times.....	(607) 436-2546
Student Association.....	(607) 436-2440
Yella's.....	(607) 436-3222

Mission Statement

The Hunt College Union team who will promote and provide intentional co-curricular and social opportunities for the campus and surrounding communities that support the mission of the college, enhance the collegiate experience, and build community.

Role of the College Union Adapted from ACUI

The Union is the community center of the college, serving students, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The Union is an integral part of the educational mission of the college. As the center of the college community life, the Union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The Union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student development, the Union offers firsthand experience in citizenship and educates students in leadership, social responsibility, and values.

In all its processes, the Union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The Union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The Union provides services and conveniences that members of the college community need in their daily lives and creates an

environment for getting to know and understand others through formal and informal associations.

The Union serves as a unifying force that honors each individual and values diversity. The Union fosters a sense of community that cultivates enduring loyalty to the college.

“To Learn. To Search. To Serve” and

“Let each become all s/he is capable of being”

are the mottos of the State University of New York. The Hunt College Union provides a facility and a program to accomplish these goals.

Dr. Charles Wesley Hunt

(1880–1973)

For almost a century, a man lived among us who dreamed of a better world and dedicated his life to making it so. The achievements of Dr. Charles Hunt are too numerous to record here, but those which preserved, developed and enriched the present State University College at Oneonta should be recalled, at least in part.

In 1933 when he came to Oneonta as Principal of the Normal School, Dr. Hunt took immediate steps to institute changes and introduce fresh ideas which paved the way for the Normal School to become a State Teachers College in 1942 and eventually a part of the great State University system. He raised the academic requirements for faculty positions and encouraged the present staff to do advanced study. He reduced the student-faculty ratio, and instituted new programs in rural education, off-campus student teaching, health services and recreation for students.

Dr. Hunt enlarged the teaching and administrative staffs and worked to have salaries raised to an administrative level which would attract well qualified personnel. The library was expanded, and the physical plant was improved and experts were called in to make recommendations.

Finally, the school received accreditation from the American Association of Colleges of Teacher Education and the Middle-Stated Association of Colleges and Secondary Schools. During this time of crucial change with all of its accompanying problems, when a man could have been making more enemies than friends, his sensitivity for the feelings of others and his unerring judgment won the respect, the good will and the affection of his staff and the student body.

On October 13, 1973 Oneonta State’s new College Union Building was dedicated to Dr. Charles W. Hunt and named in his honor. In making the announcement, Dr. Clifford Craven, President of the college at that time, said “SUCO as we know it today with 38 buildings, 5,000 students and 1,000 faculty and staff, may not have been possible without Dr. Hunt’s foresight and vision. The selection of this building, the center of student life on campus, is a good one because the students of the College have always been his primary concern.”

FACILITIES

Located on the main level of the Union is the Information Desk offering many services including room reservations, ticket sales, ID and Check Cashing, Phonathon, and the new Dragon’s Lair, a high tech gaming room which will open in 2008-09. Located on the lower level of the Union are the Student Association, various club and organization offices, Red Dragon Theater, State Times, Inter-Greek Council, the Union Square, and the Waterfront. Located on the 2nd floor are the offices of the professional staff of the Hunt College Union and the College Union Activities Council. These students and faculty members are available to all college groups for consultation and advice in the planning of co-curricular activities. Other facilities located on the 2nd floor include the ballroom, conference rooms, Oneonta Auxiliary Services (OAS), Dining Services and the Gender and Sexuality Resource Center.

HOURS

The building hours during the school year are:

Monday–Thursday 8:00 am–11:00 pm

Friday 8:00 am–1:00 am

Saturday 10:00 am–11:00 pm

Sunday 12:00 pm–11:00 pm

PROFESSIONAL STAFF

Robb Ryan Q. Thibault, *Director*

ThiBaurr@oneonta.edu

Bill Harclerod, *Director of Campus Activities*

Harclw@oneonta.edu

Angie Eichler, *Associate Director for Campus Life*

Eichleac@oneonta.edu

Robin Nussbaum, *Coordinator, Gender and Sexuality Resource Center*

Nussbar@oneonta.edu

Barbara Scofield, *Office Secretary*

ScofieBj@oneonta.edu

Cindi Northrop, *Reservations Coordinator*

Northrcj@oneonta.edu

Hunt Union Policies and Procedures

GENERAL BUILDING POLICIES

1. Use of facilities and equipment is limited to members of the college community, their families and guests and approved community groups. College community members are ultimately responsible for the behavior of their guests. College Union staff reserves the right to check college identification.
2. No pets permitted in building (exception - guide dogs).
3. Anyone using or possessing drugs will be subjected to disciplinary proceedings in accordance with the College Drug Policy.
4. Use of alcoholic beverages is prohibited. Exceptions may be granted with the permission of the College Union Director or Dining Services for catered events.
5. All policies will be under periodic review by the Hunt Union Building Advisory Board.
6. Smoking is not permitted in the building.

INFORMATION DESK

- A. No one except College Union employees are permitted behind the Information Desk.
- B. Employees are under the general supervision of the Director.
- C. Policy for making room reservations at the Hunt Union.
 1. All reservations for the Hunt Union originate with Cindi Northrop Reservations Coordinator at the Hunt Union Information Desk (607-436-3722) or by Northrcj@oneonta.edu
 2. Facilities are reserved on a first come first served basis. College groups and clubs have first preference over outside groups.
 3. Off campus community or Non student groups will need a permit generated in the Director's Office.
 4. Reservation forms are available online [HERE](#) must be completed and returned to the Reservation Coordinator at least seven days prior to the event. The reservation will then be put into the Event Management System and a confirmation will be returned by email.
 5. Any equipment and food requests should be arranged with Audio Visual (435-3318) at least one week in advance.
 6. All food requested must be ordered from our campus food service unless otherwise authorized by Dining Services. Full meals are not permitted in the conference rooms unless cleared with the director. Coffee hours are available.
 7. All reservations are subject to the approval of the Hunt Union Director.
 8. Conference Rooms available:

Leatherstocking: 2nd Floor, standard set up for up to 50 with tables and chairs classroom style. Equipped with screen, blackboard, blinds, coat rack, dividing door, phone and computer connections.

Catskill Room: 2nd Floor, modular tables with 24 chairs. Equipped with LCD projection and screen system, blackboard, coat rack, carpet, blinds, phone and computer connection.

Glimmerglass Room: 2nd Floor, standard setup round table with 20 chairs. Equipped with coffee service table, blinds on outside windows, LCD projector, screen, and phone and computer connections.

Susquehanna Room: Lower Level, standard set up 2 conference tables with 12 chairs. Seats up to 35. Blinds, computer and phone connection.

9 Multipurpose Rooms available:

Ballroom: 2nd Floor, a multipurpose room that can be used for lectures, movies, special events, dinners, fairs, etc. Dinner capacity is 472 and lecture capacity 1000. 3x8 foot rectangular tables and 5 foot round tables are available. There is no permanent set up for this room. Equipped with 20x40 stage with sound, screen, lights, CD, DVD-VHS player, video projector, LCD hookup, phone and computer connections. This room can be divided in 2 sections for smaller groups.

Waterfront Café: Lower Level, a programming room with a capacity of 160 with a standard set up of 6 round tables with 4 chairs and some occasional lounging furniture. Equipped with a portable stage, sound system, screen and LCD projector, wooden dance floor, shades for windows, with access to the patio, upright piano, and gas fireplace.

Union Square: Lower Level, Informal “coffee house” setting with stage, café tables and chairs, occasional furniture, video & DVD capabilities and Internet access. Seats up to 68.

Red Dragon Theater: Lower Level, 125 seat multipurpose theater classroom. Equipped with LCD projector, CD player, Video and DVD player, screen and 125 theater style seats.

Butternut Valley: Main Floor (inside Snack Bar), multipurpose room with modular tables for meals or meetings. It is equipped with a fireplace, coat rack, blinds, phone and computer connections with easy access to Yella’s restaurant.

International Lounge: Main Floor, This room is only be reserved on special occasions as it is a lounge area. Standard set up is with occasional furniture with flags, large open windows (without shades) overlooking the pond, and large TV.

Oneonta Lounge: Main Floor, This lounge is available for reservations. A group or club may meet in the room as it is an open public area. If such meetings infringe on the rights of other users, the group may be asked to leave the room. The room is furnished with soft-seating furniture, magazines, and board games. Please consult the activity board to see when the room is being reserved.

The Hunt Union Director reserves the right to determine the specific facilities to be used for activities. Determination will be made on the basis of type of event, size of group and availability of equipment. Refer all room inquiries to the Reservations Secretary or Hunt Union Director.

Facilities in the College Union may be reserved as a regular meeting place for college classes based on the discretion of the College Union Director.

Non-college groups - facilities will be available to bona fide groups, however, only at times when college related functions are not scheduled and a permit will be required.

Tables for selling items, giving information, distribution of pamphlets, etc., must be reserved in the same way as rooms.

Recognized student groups selling merchandise or collecting for charitable groups must file a Fund Raising-Selling Permit, which is to be attached to the approved reservation form. Fundraising forms are available online at <http://HuntUnion.oneonta.edu> under “forms and subscriptions.”

Use of candles or open flames is prohibited.

POSTERS

All signs and posters must be submitted to be approved at the Information Desk. Any posters not approved will be removed. Posters should not cover other flyers or posters.

The Union staff will post all material on appropriate bulletin boards, and will remove materials after two weeks (non-dated materials).

POND

Unless approved for classes and/or approved by UPD, Director of Facilities, and the Director of the Union, the pond’s use for

recreational activities such as swimming, boating, fishing and ice skating is at this time prohibited!

MEETING ROOMS

These rooms may be reserved by college or SA recognized groups for meetings, programs, etc.

Meeting Rooms in the College Union may be reserved as a regular meeting place for classes based on the discretion of the College Union Director.

BALLROOM

Types of activities include but not limited to films, lectures, banquets, meetings, concerts, dances; the College Union Director must approve activities.

Room may be divided in two sections.

The reserving group is responsible for security, general cleanup and announcing ballroom/safety policies to those using the ballroom.

Services

Hunt College Union offers a variety of services to the College community including:

Magazines

Red Dragon Theater-showing current blockbuster films Fridays–Sundays.

Yella's deli open seven days a week.

Yella's dining area w/computers and printer access.

Banking machines - ATM machines - Inside Yella's area.

Red Dragon Bookstore - newspapers, stamps, gifts and cards.

Change Machine, free public phone, supplies, textbooks in Yella's dining area.

Tickets for C.U.A.C. events available at the Information Desk 1 pm to 4 pm Monday–Friday.

Check Cashing & Dragon Dollars - ID Cards - Main Lobby.

Gender and Sexuality Resource Center, 2nd floor.

The Shipping Room, mail services, next to Yella's on main floor, x3117

State Times (student newspaper), *Oneontan* (yearbook), Student Association, all located in the lower level.

The C.U.A.C. office is located in the Campus Life office, 2nd floor. (College Union Activity Council) x3012

Inter-Greek Council office is located in the Campus Life Office, 2nd floor, x2052

We encourage you to take advantage of these services and the many programs offered at the Hunt College Union.

CAMPUS ACTIVITIES

Feel free to call on the Campus Activities Director (x2550) for assistance in planning any activities your residence hall or organization may wish to present.

Fundraising Farms are available [HERE](#) Use of the Hunt Union facilities will always be at a premium and the major events sponsored by the College Union Activities Council will be given first preference.

Policies & Procedures for All Student Employees

Student Employees, Student Building Managers...

No matter what area of the Union you work in, it is important to remember that we are a team, providing a variety of services to the campus community. The key words here are service and team. The service we provide is creating a friendly and comfortable environment outside the classroom, yet one in which the academic life of students is enriched and further developed. Students should feel entirely at ease in the Union and, ideally, should not only feel that they can contribute to the richness of campus life by coming here, but also that they will benefit from the

experience. As a team, we must do our best to work together in a positive, effective way. Remember that the Student Managers and Professional staff are here for you, to work with you, and to help you in any way we can. Our goal is to create a team effort that recognizes the inherent worth and contribution of each individual as we work toward our common goal of making the Hunt College Union the best it can possibly be. Bearing this in mind, we must keep the lines of communication open and working effectively. Feel free to approach any of the Student Managers if you have a problem, a question, or even if you just want to talk. The key word in the title of Student Manager is Student. Not only are they here to work as your management staff, but to learn as well. Together, we can learn a great deal, in the classrooms, in the Union, and about ourselves and each other.

TIME SHEETS

Every employee must fill out a time sheet. Time sheets will be located in a time card holder at the information desk. You must enter time in at the start of your shift and time out at the conclusion of your shift (based on the time you punch in and out). Fill in all the dates and times worked—neatly. Be sure to:

Use blue or black ink only.

Fill in account and social security numbers at top. For your security do not fill in your social security number until you submit it for payroll.

Round to the nearest 15 minutes.

Record time in hours and quarter hours using hours and decimals.

For Example:

5.25 is five hours and fifteen minutes.

.25=1/4 hour (15 minutes)

.50=1/2 hour (30 minutes)

.75=3/4 hour (45 minutes)

Workstudy—must show a 15 minute break after 5 hours.

Temporary services—must show a 15 minute break after 6 hours.

Show no more than 20 hours per week.

Add totals for every day, week and total.

Time worked must be noted in units of hours, quarter hours and half hours.

Sign and date your time sheet.

Time Sheets are picked up every other Wednesday

REPORTING TO WORK

Each employee is expected to report to work 5 minutes before the beginning of their shift. This offers the person you are relieving time to close out their shift by completing any forms and tasks.

LEAVING WORK

When your shift is completed, report to the Manager on duty and inform him/her that you are leaving. Closing shifts will work until the manager closes the Hunt Union

NAME TAGS

Each employee will have a name tag printed for them. You must wear your name tag any time that you are working. Do not use your name tag as a means of entering events held in the building. Name tags must remain behind the information desk after work shifts.

ABSENCES

Personal illness with doctor's care, the death of a family member or friend and certain emergency situations are valid excuses for missing work. You should make every attempt to find a substitute and let us know that you will be unable to cover your hours.

Unexcused absences may result in the loss of your position. You must call your supervisor to inform him/her if you are unable to come to work.

SUBSTITUTES

Every employee is responsible for his/her assigned hours. If you cannot work you are responsible for finding a substitute to cover your hours. Upon obtaining a substitute you must notify a staff member (supervisor, student manager, or Reservations Secretary) for approval. Substitutions should be infrequent and should be made with as much prior notice as possible.

SMOKING

The Hunt College Union is a Smoke-Free environment. Smoking is not permitted in any area of the Union. Please advise visitors who are unaware of our policy.

HUNT UNION STUDENT EMPLOYEE INCLEMENT WINTER WEATHER POLICY

In the case of class cancellations due to inclement weather, an employee living off campus should ride the bus to get to work. If the bus service is cancelled, student employees should contact the Director or Student Manager on duty to inform them that they will not be able to make their shift. They will not be penalized for their absence due to the weather conditions. Student employees who reside on campus are expected to work their shifts as scheduled. The Manager on duty will try to fill the shift with an on campus employee. This policy is in effect when the College has closed due to inclement weather. Be advised that while classes may be canceled, the Hunt Union may very well be open. When classes are canceled, do not assume you don't have to come to work.

Job Descriptions

STUDENT BUILDING MANAGERIAL STAFF

The Student Building Managerial Staff is responsible for the operation of the building on evenings and weekends. They are selected for their ability to assume responsibility, to work cohesively with their fellow students, handle emergency situations calmly and efficiently, and represent and operate the Hunt Union in the absence of the professional staff. They also serve as liaisons between the student employees and the Director. The Student Building Managerial Staff helps to establish the policies and procedures of the Union.

Each spring, many of these positions are open for application and interested students are interviewed by the professional staff and the current student managerial staff.

Hunt College Union Student Building Manager Expectations

Student Building Managers will honor the commitment of the *Student Building Manager Contract*.

- To adhere to the decisions and direction of the professional staff.
- To meet the Director's expectations and contribute to reaching manager goals each semester.
- To attend and participate in staff training, staff meetings and development.
- To provide leadership, direction and example for our guests and staff.
- To be knowledgeable about campus activities & serve as a source of campus information for guests.
- To assume responsibility for the Hunt College Union in the absence of the professional staff.
- To have a working knowledge of all areas of the Hunt College Union.
- To enforce Federal, State and Local laws as well as Campus and College Union policies.
- To meet at regular intervals with the Director to report on building operations, marketing and services.
- To provide feedback to employees, fellow managers, the Director, and other professional staff.
- To receive feedback from the same, so that the staff may work more effectively together.
- To deal with interpersonal conflicts between yourself and other employees in a healthy and honest way. \
- To assist in the marketing of the Hunt College Union through programming & publicity.
- To represent the College Union through participation on college committees.

- To assume responsibilities for special projects assigned by the director and meet desired goals.

Managers will fulfill responsibilities and/or other duties or projects as assigned by the College Union staff.

Managers will assist in keeping all Union public areas clean and free of trash, debris or spills. If there is catering items left in rooms, managers will move such items to the rear of the snack bar and leave a note in the log. They are expected to keep their workstation, the Information Desk clean & organized.

Managers will assist in stocking the printer in Yella's dining area with paper on evenings and weekends. Supplies are labeled and located in the cabinet behind the desk.

Managers will respect the conference room and work areas of the professional and administrative staff in the Main office, Information Desk, OAS, Dining Services, and student organizational offices.

Managers will serve as "Guest Relations Specialists" and provide extraordinary event support and customer service.

Managers are expected to arrive 15 minutes early for work and prepared to serve the building. Please refer to the Manager Checklist for details.

Managers must remain inside the Union until the end of work (unless changing the marquee).

Managers will not spend their work time on the laptops or telephones or on homework at the neglect of our customers- this sends the wrong message. It is expected while on-duty the needs of the building and guests come first.

Managers will help maintain the safety, security and comfort of our guests by quickly resolving guest concerns and through appropriate actions and incident reporting.

Managers are expected to make hourly rounds of the facility and record observations and activity in the shift report. You are expected to interact with our guests and provide services. Managers will look in on various activities taking place in the Union to make sure the event is going well. Managers should be highly visible throughout the Union during every shift. While away from the desk, radio contact with the information desk is required.

Managers are responsible for the Information Desk operation on the evenings and weekends. If a student employee does not show for work, the on- duty manager is responsible to contact others to fill the shift.

Managers will notify the supervisor about student employee absences, late arrivals, and job performance matters. If there no student employee is available, the manager will cover the desk as the primary responsibility. If a manager needs to step away, they will place the "Manager on Rounds- Be Back Soon" sign on the desk.

Managers are expected to enforce all Information Desk expectations with their peers, including but not limited to: breaks, dress code and finding subs, etc.

Whenever Managers call UPD, they are expected that same night to call Robb's voice mail at x3013 and leave a detailed message about what happened, when and where, and who was involved. Managers will record such incidents in the shift report. In case of fire, violence, EMS or any significant or dangerous facility concern they should call Robb at home 988-9802 after calling UPD.

FIRE EVACUATION PROCEDURE

Never put yourself at risk. Do not enter a space if you see smoke or flames. Do not enter a room if the door or doorknob is hot. Do your best in conducting the following:

- If smoke is smelled or otherwise detected and the fire alarm hasn't gone off, do not hesitate to activate the system via a manual pull station.
- Direct people out the side emergency exits and assemble them in the parking lots, baseball fields or near the marquee sign.
- Take the clipboard of reservations with you so that you can show the fire officers where people may be located and possibly trapped.
- Meet fire officials at front entrance and assist with outside crowd control.
- Do not use the elevators during a fire.
- Fire doors have automatic closer devices. In the event that any of the fire doors have not automatically closed, pull

all doors shut behind you as you evacuate the building to prevent the spread of smoke.

- Assign someone to facilitate the evacuation of the handicapped. If a direct EXIT to “grade” level is not possible, direct wheelchair bound occupants to a stairwell. Notify the fire department when they arrive.

If the fire is small and you feel you can extinguish it, utilize one of the small portable fire extinguishers.

If it does not work, get out immediately!!

INFORMATION DESK

The primary responsibilities of working in this area are answering phones and dispensing information. It is very important that you are always congenial, helpful, and provide quality customer service.

Hunt Union Information Desk Expectations

1. Answer x3730 politely and promptly, by saying “Good Morning/Afternoon/Evening. Campus Information. May I help you?”
2. Only those working should be behind the desk. We ask that you refrain from socializing at the desk.
3. If you must leave the Information Desk, you must confer with the Reservations Secretary or a student manager.
4. You may be asked by the staff of Hunt College Union to help out with mailings and other miscellaneous tasks as needed. If there is nothing for you to do you can do your school work, but your customer service radar must be on.
5. Be familiar with the events, meetings of the day, week, and month. Refer inquiries to the proper location. If you do not know an answer, contact a Hunt Union staff member.
6. The Reservations Coordinator, Hunt Union Director and Campus Activities Director conduct all reservations for rooms in the Hunt Union.
7. Tickets for C.U.A.C. events are sold at the Information Desk Monday through Friday, 1:00 pm to 4:00 pm by the Reservations Coordinator or designer only- although you should be aware of the event, location, dates, times, and costs. Other box office locations include Field house and Goodrich Theater.
8. Never Leave the desk unattended.
9. You may be asked to check out office keys.
10. Closing staff will assist the managers in updating the event board.
11. During later closings of the Hunt Union, the student Information Desk employee is expected to work until the facility is closed.
12. Always take care of the person standing at the desk before attending to the phone.
13. Find your own sub if you cannot make a shift. Use the sub list to update changes.
14. No meals—only small snacks and beverages out of public sight. Keep the information desk clean.
15. No use of cell phones on duty and no personal calls. In an emergency you should be contacted at x3722.
16. In the event that classes are canceled you are expected to come in for work, Unless the college is closed.
17. Must work a weekend shift or late shift if scheduled.
18. Keep the desk area free of trash, wipe down the desk and keep documents in order.
19. Assist in keeping lobby area clean of cups, paper, and adjust some furniture, etc.
20. Attend periodic Info Desk Staff meetings- these are paid meetings.
21. If you don’t know or are not sure about the information you give out, please ask someone (manager, union staff, campus offices, etc.).
22. Get to know the college staff in the Union and those who pass through the Union. This will help you learn about people and services on campus and assist you in directing information.
23. Read the *State Times*, *The Buzz*, *The Bulletin* (weekly newsletter for faculty and staff) and read your weekly activities email broadcast sent your Oneonta mail address to stay ahead of information on events. Explore the Oneonta web site and get acquainted with the offices and departments and where they are located.
24. At closing please forward the telephone to x3500. Do this by hitting “forward”, punch in 3500, then hit “forward” again.

CAMPUS LIFE OFFICE – STUDENT ASSISTANT

Student Office Assistant Expectations

Role: the main role of the student office assistant is to serve as the office contact person during the period before and after the noon hour, Monday through Friday, in order that there is proper office coverage during staff lunch breaks. In addition, she/he supports the office by sorting mail, generating memos, database input, answering telephones, making telephone calls, sending faxes, copying jobs, preparing mailings, filing, running campus errands, and other tasks as needed.

1. If you must leave the office area, you must confer with the Office Secretary or another staff member. If you must call in sick, please call both the Office Secretary and Hunt Union Director to pass the word.
2. If there is nothing for you to do you can do your school work (but your customer service radar must be on).
3. The Reservations Coordinator , Hunt Union Director and Campus Activities Director conduct all reservations for rooms in Hunt Union.
4. No meals—only small snacks and beverages out of public sight.
5. No use of cell phones on duty and no personal calls.
6. In the event that classes are canceled you are expected to come in for work.
7. Keep the desk area free of trash, wipe down the desk and keep documents in order.
8. If you don't know or are not sure about the information you give out, please ask someone.
9. Get to know the college staff in the Union and those who pass through the Union. This will help you learn about people and services on campus and assist you in directing information.

INFORMATION/MARKETING ASSISTANT

Job Description:

- Publishes “the Buzz” newsletter two to three times a semester.
- Uploads event messages for the electronic signs in Wilsbach/Fine Arts Quad.
- Assist in weekly activities email broadcast.
- Collates and distributes posters and other event related media.
- Serves as a substitute for Hunt Union Information Desk staffing.
- Assists with Hunt Union webpage.
- Assists with marketing and assessment collection.

Expectations:

- Arrive on time as scheduled.
- Meet deadlines for assignments.
- Develop a system for the organization of tasks so that you can work effectively.
- Check your mailbox for messages or information located behind the Information desk several times a week.
- Check your email daily as you may be forwarded information for assignments.
- In the event that classes are canceled you are expected to come in for work.
- Be polite and helpful.
- Keep the work areas free of trash, clean your work areas and keep documents in order.
- If you work at the Information desk as a substitute you are to adhere to the expectations listed in that position.

Experience/Skills Needed:

Required: Experience working with Microsoft Publisher/Outlook and demonstrated customer service skills.

Preferred: Experience with webpage design and editing.

GLIMMERGLASS ROOM

LCD PROJECTOR FOR LAPTOP

1. Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
2. Turn on the projector
3. Select Input 1
4. Place the laptop and plug the VGA cable and, if necessary, the audio cable in before turning it on.
5. Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
6. Audio can be adjusted on both the projector and on the laptop and, obviously, both have to be up for any sound to come through. The projector speaker is adequate for this room.

LCD PROJECTOR FOR VIDEOTAPES/DVDS

1. Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
2. Turn on the projector
3. Select Input 3
4. Connect a VCR or DVD Player to the projector using the triple RCA cable.
5. Audio can be adjusted on the projector using the remote control. The projector speaker is adequate for this room.

BALLROOM

1. The Ballroom sound system has three programs that can direct sound appropriately depending upon configuration. It has been established as three programs:
2. Program 1 is to be used when the full Ballroom is used.
3. Program 2 is to be used when the Ballroom is split and the hearing assistance system is to be used in the front half (also when recording sound from the front in the projection room).
4. Program 3 is to be used when the Ballroom is split and the hearing assistance system is to be used in the rear half (also when recording sound from the rear in the projection room)

AUDIO CONTROLS (ALL LEVELS SHOULD BE SET TO THE "DOT"):

1. Turn on Sound System using master switch
2. Wireless Microphone 1 – use either the lapel or the handheld microphone-works for full Ballroom on Program 1 or Front only on Programs 2 or 3
 - a) Turn on Wireless Mic #1 Receiver
 - b) Replace the battery in the microphone
 - c) Turn on both switches on the microphone
3. Wireless Microphone 2 – use either of the handhelds – works for full Ballroom on Program 2 or Rear only on Programs 2 or 3
 - a) Turn on Wireless Mic #2 Receiver
 - b) Replace the battery in the microphone
 - c) Turn on both switches on the microphone

CD Player

- a) Load CDs and Push Play

2. Push Power on
3. Make sure the “A” button under the “Speakers” section is selected (never select the “B” button)
4. Select the source you want to listen to by pushing the “Input Selector” buttons (to the right of the large volume button)
 - A. Tuner = radio
 - B. CD = CD player
 - C. VCR1 = VCR/DVD Player
 - D. VDP6CH = Mackie Mixer (see below)
5. Play the source
6. Turn volume control to desired level
7. Subwoofer should only be on when playing recorded music or movies

MACKIE MIXER

1. Make sure the “Main Mix” button is pushed in to the right under source.
2. Turn the last knob (“Main Mix” on the right bottom is halfway up to “U”).
3. Adjust individual levels for wireless mic and laptop/ipod input.

LCD PROJECTOR

1. Turn LCD projector on using remote
2. Select Input:
 - A. Input 1 = Laptop
 - B. Input 3 = VCR/DVD

RED DRAGON THEATER _____

USING THE LCD PROJECTOR

1. Turn LCD projector on by pressing “on” button on projector remote.
2. Lower screen using wall switch.
3. To use:
 - a) Desktop Computer
 - i. Press Input 1 on projector remote.
 - ii. Turn audio receiver on, turn FUNCTION knob to VDP, turn SELECT knob to 7CH STEREO (for sound to work the volume must be up on both the computer and the sound system).
 - b) Using the DVD Player
 - i. Press Input 2 on projector remote.
 - ii. Turn Audio receiver on, turn FUNCTION knob to DVD, turn SELECT knob to 7CH STEREO.
 - c) Using the VCR
 - i. Press Input 5 on projector remote.
 - ii. Turn Audio receiver on, turn FUNCTION knob to VCR-1, turn SELECT knob to 7CH STEREO.

USING THE MICROPHONE

1. Turn audio receiver on, turn FUNCTION knob to V.AUX, turn MASTER VOLUME knob to 40.0 db, turn SELECT knob to 7CH STEREO
2. Turn wireless mic receiver on, turn LEVEL knob to 3 o’clock position.
3. Turn wireless mic power and mute switches on.

GLIMMERGLASS ROOM

LCD PROJECTOR FOR LAPTOP

1. Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
2. Turn on the projector
3. Select Input 1
4. Place the laptop and plug the VGA cable and, if necessary, the audio cable in before turning it on.
5. Turn the computer on. Once it reaches Windows, it should automatically see the projector. If not, try the dual monitor control (usually Fn-F8 but not always).
6. Audio can be adjusted on both the projector and on the laptop and, obviously, both have to be up for any sound to come through. The projector speaker is adequate for this room.

LCD PROJECTOR FOR VIDEOTAPES/DVDS

1. Lower the Screen - The screen switch is on the wall just inside the main door. You just need to flip the switch to the down position; you do not need to hold it down. The screen will lower to the appropriate position.
2. Turn on the projector
3. Select Input 3
4. Connect a VCR or DVD Player to the projector using the triple RCA cable.
5. Audio can be adjusted on the projector using the remote control. The projector speaker is adequate for this room.

BALLROOM

1. The Ballroom sound system has three programs that can direct sound appropriately depending upon configuration. It has been established as three programs:
2. Program 1 is to be used when the full Ballroom is used.
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4. Program 3 is to be used when the Ballroom is split and the hearing assistance system is to be used in the rear half (also when recording sound from the rear in the projection room)

AUDIO CONTROLS (ALL LEVELS SHOULD BE SET TO THE "DOT"):

1. Turn on Sound System using master switch
2. Wireless Microphone 1 – use either the lapel or the handheld microphone-works for full Ballroom on Program 1 or Front only on Programs 2 or 3
 - a) Turn on Wireless Mic #1 Receiver
 - b) Replace the battery in the microphone
 - c) Turn on both switches on the microphone
- 3 Wireless Microphone 2 – use either of the handhelds – works for full Ballroom on Program 2 or Rear only on Programs 2 or 3
 - a) Turn on Wireless Mic #2 Receiver
 - b) Replace the battery in the microphone
 - c) Turn on both switches on the microphone

VCR/DVD Player (also see LCD Projector)

- a) Load tape or DVD and Push Play

Laptop (also see LCD Projector)

- a) Use 1/8" cable to connect laptop (headphone jack) to input behind curtain stage right.
- b) Volume must be turned up on both the laptop and the sound system to work.

7. Other inputs – there are other inputs but they should only be used when a tech is on duty or when setup by IRC.

LCD PROJECTOR (MIDDLE ONE ONLY – CORNER IS NOT CONNECTED TO ANYTHING BUT VGA INPUT BY BACK DOOR):

1. Turn projector on using remote in drawer in sound rack.
2. Select Proper Input:
 - a) Input 1 = Laptop
 - b) Input 3 = VCR/DVD
3. ..Bring screen down to appropriate position using the switch backstage.