GAME ROOM WORKER

Position Summary: Oversees the use of the area game room under the supervision of a Hall Director or Assistant Residence Hall Director. Provides equipment and instructions for use to residents. Interacts with students and staff. Represents the department.

Position Responsibilities:

1. Provide information to students regarding the use of game room equipment.
2. Ensures game room is open at posted hour and is ready for use [equipment available, furnishings clean and usable, sign in and/or other checklists updated, etc.].
3. Provides users with notification that facility will be closing one-half hour, and then 15 minutes, prior to actual closing time.
4. Returns all equipment to proper location, turns off all televisions, music, re-locks or secures items, etc.
5. Perform basic reception duties including greeting visitors and customers.
6. Answer telephone, direct calls, take messages, and/or forward to voicemail [where applicable].
7. Complete forms and data entry tasks using PC applications.
8. Organize and maintain files and records.
9. Attend training sessions and staff meetings.
10. Perform miscellaneous duties as directed.

Position Requirements:

1. Solid verbal and written communication skills.
2. Solid customer service skills.
3. Ability to work independently.
4. Ability to operate a computer and phone [where applicable].
5. Basic or enhanced computer skills [Microsoft Office, Internet Explorer, etc.].