GAME ROOM ATTENDANT

POSITION DESCRIPTION

An active team member who participates with providing leisure for the university community. The attendant is responsible for promoting wellness by creating a fun and relaxed, customer-oriented environment with current and trendy video and table game equipment. The attendant must perform assigned duties which includes monitoring the use of equipment in both game spaces including the Nexus Gaming Lounge.

HUMAN RESOURCES DETAILS

**Shifts:** 6-12 hours/week • weekday afternoons and evenings, weekend mornings, afternoons and late evenings  
**Starting Wage:** $13.70/hour  
**Reports To:** Game Room Student Supervisor, Norris Program Manager, Indirectly to Assistant Director Programs/Recreation

ESSENTIAL FUNCTIONS

1. Responsible for daily operation of the Game Room - including customer support, cleaning and maintenance, inventory and point of sales.
2. Distributes and monitors the game equipment issued to customers.
3. Maintains an organized, clean and presentable area. -Including wearing issued name tag and required attire.
4. Maintains security by keeping required cabinets and storage spaces locked.
5. Assists customers with setting up and using video gaming equipment.
6. Takes an inventory of equipment on every shift.
7. Completes assigned routine tasks.
8. Enforces area and University policies for the use of the Game Room-including Nexus Gaming Esports Lounge.
9. Punctual for shifts and finds substitute for scheduled shifts.
10. Attend area meetings, works group events and Norris University Center Staff training programs.
11. Works Special event shifts when available and adheres to all specific event procedures.
12. Assists customers during emergency evacuations.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Student
- Strong knowledge of current video gaming equipment and table games
- Good Customer services skills from previous employment
- Work Study preferred.