



# GAME ROOM ATTENDANT

## POSITION DESCRIPTION

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

## HUMAN RESOURCES DETAILS

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**Shifts:** 6-12 hours/week • weekday afternoons and evenings, weekend mornings, afternoons and late evenings

**Starting Wage:** \$15.00/hour

**Reports To:** Game Room Student Supervisor, Assistant Director for Co-Curricular Learning & Recreation.

## ESSENTIAL FUNCTIONS

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1. Responsible for the daily operation of the Game Room - including customer support, cleaning and maintenance, inventory, and point of sales.
2. Distribute and monitor the game equipment issued to customers.
3. Maintains an organized, clean, and presentable area. -Including wearing issued name tags 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 Including Nexus Gaming Esports Lounge.
9. Punctual for shifts and finds substitutes 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

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