

Approved

STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Corner Pocket Supervisor

Must Work 15 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for the Corner Pocket Supervisor in the Campus Life Department:

- a. Implements system of checking out all equipment for the game areas and enforces building and College policies and regulations
- b. Assists in the planning and implementation of competitions/events in the game areas; directs the programming endeavors in the Corner Pocket
- c. Trains, supervises Corner Pocket Attendants and coordinates labor scheduling
- d. Identifies procedural and equipment needs for the Corner Pocket and acts to meet those needs, in consultation with the Director of Campus Life
- e. Identifies decor needs and works with the Campus Life Director in prioritizing budget needs
- f. Supervises video vendor operations and consults with the Campus Life Director about these as is needed
- g. Organizes and revises procedures manual and other training devices
- h. Serves as member of Campus Life Student Coordinator team
- i. Participates with Friday night rotations (7-11 PM)
- j. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. Works occasionally during Corner Pocket reservations (i.e. birthday parties, reunions)
- b. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Interaction with the various people who use the Corner Pocket
- d. Voluntarily participating in activities sponsored by this department
- e. Implementing Corner Pocket programming
- f. Conducting business with vendors

4 Basic Qualifications

- a. General: Leadership qualities
- b. Skill: Organizational
- c. Physical: N/A
- d. Academic: Strong standing

5 Desirable Qualifications:

- a. Ability to be assertive with peers
- b. Sensitivity to total student population
- c. Programming talents and/or experience
- d. Marketing and business management skills and related coursework
- e. Knowledge of and/or interest in video games, ping-pong, pool, tournament regulations, etc.

- d. Ability to give and receive constructive feedback

6 Narrative Summary:

The Corner Pocket Supervisor should have previous experience working in the Corner Pocket and an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.