

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Campus Life**

Most Recently Updated 10/22/2003

Position Title: Game Room Supervisor  
Must work 15 hrs/wk.

#### **1 Grade Level:** 4-5

**2a Description:** The following are the essential duties for a Game Room 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 Supervisor 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.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C.** Labor meetings/training.
- D.** Cross-training with other department teams.
- E.** Interaction with the various people who use the Corner Pocket.
- F.** Voluntarily participating in activities sponsored by this department.

- G. Implementing Corner Pocket programming.
- H. Conducting business with vendors.

**4 Basic Qualifications**

- A. General: Leadership qualities; previous experience working in Game Room.
- B. Skill: Organizational.
- C. Physical: none.
- 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.
- F. Ability to give and receive constructive feedback.

**6 Narrative Summary:** Student implemented system of checking out all equipment for the game areas and enforcing building and College policies and regulations; assisted in the planning and implementation of competitions/events in the game areas; directed programming in the Corner Pocket; trained and supervised Corner Pocket Attendants and coordinated labor scheduling; identified and helped to meet procedural and equipment needs for the Corner Pocket; identified decor needs and helped to budget meeting them; supervised video vendor operations; revised procedures manual and other training devices; and served as member of Campus Life Student Supervisor team. Student may also have worked during special events in Corner Pocket.