VIRGINIA STATE UNIVERSITY
Department of Student Activities
Game Room Attendant Job Description
(Must have approved work study)

Position Summary
Employee operates and maintains a game room area. Work is performed according to well-defined procedures.

Primary Tasks
- Schedules game equipment; documents and collects ID cards
- Inspects equipment
- Enforces game room policies.
- Teaches basic game usage to students
- Report any game room furniture and equipment damage to supervisor.
- Performs skilled preventive maintenance in recovering pool tables and maintaining.
- Cleans game room.
- Insures that game supplies are updated.
- Assists in organizing, scheduling and overseeing tournaments and leagues for the student population.

Supervision Received
All Game Room Attendants report to the Building Manager when on duty works collaboratively with all members of the DSA Team.

Required Knowledge and Skills:
- Must have good communication skills and ability to project professional image.
- Must have working knowledge of video games and organizing tournaments.
- Excellent customer service skills needed

Hours
Game Room Attendant will work a flexible schedule tailored to the needs of the Department of Student Activities and the availability of the student. A minimum of 10 hours per week are required between 12:00 p.m. and 10:00 p.m. Monday through Friday and 12:30 pm and 10:00 pm on the weekends.