

Chamberlain Student Center –Profs Place /Game Room Attendant

Job Summary: Staff is responsible for maintaining the area and enforcing policy when needed, and equipment issuance. The Staff will also be responsible for light cleaning when needed.

Specific Tasks, Job Duties, and Responsibilities:

- Open and Close Profs Place 7 days a week & Game Room on specified days/times
- Serve as university liaison, welcoming students, and their guests as they come into Game Room/Profs Place
- Research and have knowledge of a variety of sources of University and community information.
- Provide accurate information as requested by customers.
- Equipment issuance for a variety of arcade, stand alone, video games, boards games & billiard supplies
- Perform minor repairs to furniture when needed to ensure participant safety.
- Be attentive to the safety and security of the Chamberlain Student Center facilities
- Cleaning of counter tops, floors, carpet and arcade/video game equipment
- Attend staff meeting and training sessions as needed
- Other duties assigned