



Part-Time Game Room Coordinator

Campus Life

CL/7

JOB SUMMARY

The Part-Time Game Room Coordinator, under the direction of the Director of Campus Life, supervises the staff and facility of the Dartton State College Student Center Game Room. Responsible for the daily operations of the Student Center Game Room, including but not limited to, staff scheduling, staff supervision, facility management and inventory management. This part-time position is expected to work an average of 15-19 hours a week. In addition to supervising the Game Room facility there will be administrative responsibilities and event management for the office of Campus Life.

MAJOR DUTIES

- Assist in hiring, training and supervising staff within Game Room and Campus Life.
- Work with staff on staff development initiatives and conduct performance reviews.
- Maintains records of equipment inventory.
- Supervise student employees.
- Create staffing schedule for the Game Room.
- Maintain a safe, clean and welcoming environment within the Game Room.
- Be knowledgeable about Campus Life events.
- Willingness to be trained in multiple different area's within Campus Life, including but not limited to; bowling lane repair, intramural policies and procedures, outdoor education, etc.
- Other duties as assigned by the Director of Campus Life and Recreation and Wellness Coordinator.

KNOWLEDGE REQUIRED BY THE POSITION

- Willingness to learn multiple areas within the Office of Campus Life.
- Previous experience within a similar atmosphere to the Game Room.
- Knowledge of bowling alley maintenance.
- Attention to detail.
- Organizational skills.

SUPERVISORY CONTROLS

The Director of Campus Life assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Clubs and Organizations Handbook, the Student Handbook, the Georgia State Accounting Office Policy Manual, the Georgia State Accounting Office Travel Policy Manual, and college and program policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of the department. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, degree or certificate in Office Administration preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.