

Game Room Assistant Job Description

Job Summary: The Game Room Assistant is employed to assist in the operation of the Brower Student Center Game Room under the direct supervision of the Brower Student Center Assistant Director. The Game Room Assistant must be apt in customer service, bring a positive and upbeat attitude to work, and take direction well. This position comes with various duties and responsibilities in order to operate a student-oriented facility.

Time Requirements: This position requires flexible availability including early mornings, late nights, and some weekends. The Game Room Assistant will work approximately 10 hours per week.

Job Responsibilities

- Create a welcoming and inclusive environment to all students, faculty, staff, and guests by proactively offering assistance while on shift.
- Maintain a comprehensive knowledge of billiards, table tennis, console gaming, etc.
- Responsible for the upkeep of the Game Room including light cleaning.
- Report game and equipment malfunctions, repair games, and equipment as necessary.
- Responsible for producing game room usage data via TCNJ Blackboard Reporting System.
- Maintain accurate inventory of games, supplies, and equipment.
- Make recommendations for games, supplies, and equipment purchases.
- Coordinate, market, and run game tournaments and other events for students.
- Provide on site supervision of events held in the Game Room.
- Responsible for creation and distribution of marketing of the game room.

Requirements

- Full time student at The College of New Jersey.
- Attend mandatory trainings and meetings.
- Must be capable of lifting at least 50 lbs.
- Working knowledge of gaming consoles (Playstation 4, Xbox).
- Must be able to work independently and as part of a team.