

Russell House

UNIVERSITY OF SOUTH CAROLINA

Gameroom Operations Attendant, Russell House University Union

Russell House Operations is a service-oriented unit responsible for the daily operations of Russell House facilities, including the Golden Spur Gameroom. The Operations unit ensures the proper use of the union, the safety and well-being of union patrons, and compliance with University policies and procedures.

The Gameroom Operations Attendant performs various duties related to monitoring appropriate usage of the Golden Spur Gameroom. Compensation for Gameroom Attendants is \$8.25/hour. **Evening and weekend work is required and applicant must be a full-time student in good academic standing.** Federal Work Study is available for this position.

Duties and Responsibilities

- Issue and secure equipment in accordance with check out guidelines.
- Disseminate up-to-date and accurate information concerning campus events, activities, and services. Exhibit general knowledge of USC and Student Life.
- Conduct hourly checks for irregularities, maintenance issues, and/or property damage. Take corrective actions where possible and report findings to professional staff on duty.
- Monitor lounge areas to ensure proper placement of furniture and equipment.
- Ensure the Gameroom is free of debris/trash, including picking up trash, newspapers, etc.
- Conduct inventory of equipment as prescribed by inventory plan.
- Attend all training sessions and all monthly staff meetings.
- Provide customer service to ensure all patrons' needs are met.
- Perform other tasks as assigned by professional staff.

Supervision Received

Operations and Events Coordinators, Associate Director for Operations.

Requirements

Must be a full-time student in good academic standing.

Must be able to work evening and weekend shifts, course schedule permitting.

Must provide a "Week at a Glance" course schedule for current/upcoming semester.

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.