



**University of Connecticut  
Student Union  
Game Room Attendant**

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**Position Description:**

Under the general supervision and reporting to the Business Services Coordinator, this position is responsible for enforcing all guidelines, policies and procedures of the Game Room. Other duties include keeping the Game Room clean and organized, maintaining a clean and organized workspace, cash management, signing out games to students, and taking game inventory. This position will be supervised by the Building Manager after normal business hours and on the weekends.

**Responsibilities:**

- Responsible for enforcing all Departmental and University policies and procedures in matters related to the Student Union
- Support an environment that encourages, values and delivers outstanding customer service
- Ensure all games are in working order; troubleshoot and report issues
- Accurately and appropriately, manage cash
- Communicate with patrons and appropriate staff
- Assist in programming of special events in the Doug Bernstein Game Room

**Minimum Qualifications:**

- Excellent oral, written and interpersonal skills
- Highly motivated and demonstrates willingness to learn
- Ability to respect the rights and privileges of others and to demonstrate civility to foster an inclusive community
- Available to work nights and or weekends and maintain scheduled work hours

**Preferred Qualifications:**

- Previous experience in cash management
- Proficient in Microsoft Office Applications, including Office 365 (specifically, Microsoft Word, Outlook, and Excel) and Microsoft Teams
- Experience in a Student Union or equivalent environment, or in a high-volume customer service environment
- Proven ability to work self-sufficiently and as part of a team