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**Department: University Student Union Position Reports to: Programs Coordinator**

**Position Title: Activity Center Assistant Exempt or Non-Exempt: Non-Exempt**

**Time Base: Maximum 20 hours/week**

**PURPOSE OF POSITION:**

Under general supervision, the University Student Union Information Services Student Assistant is responsible for providing excellent customer service to all patrons and guests of the University Student Union, while serving as an ambassador of ‘USU” working to increase student life, campus climate, and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus.

**Activity Center Assistant Job Description**

**Responsibilities include, but are not limited to:**

* Meet with USU staff and review written directions to determine operations priorities, timelines, and tasks.
* Providing information related to USU operations and events; promoting participation to guests
* Attend all required USU Student Assistant training programs.
* Supervising patrons of the Activity Center
* Opening and closing facility using proper checklist duties
* Cleaning and performing basic maintenance of Activity Center and Game Room equipment, including stocking the restrooms located outside of the Activity Center
* Having a basic understanding of Activity Center and Game Room equipment.
* Implementing the collaboration of safety and etiquette by patrons
* Having the ability to work with hazardous materials
* Contributing to the Activity Center and Game Room incentive programs as assigned
* Checking out equipment for specific Activity Center and Game Room activities
* Operating a POS system for ticket sales including: movie tickets, game tickets, USU excursion tickets, and event tickets
* Answering, screening and routing incoming calls appropriately and accurately recording information
* Greeting and directing customers; disseminating information
* Assisting with programs sponsored by the University Student Union Advisory Board (USUAB)
* Related tasks as assigned

**Activity Center Assistants** will have the opportunity to (or will be requested to) work additional hours assisting with University Student Union events.

**Responsibilities for these additional hours may include but are not limited to:**

* Assisting with room set-up/clean-up for campus events
* Operating audiovisual equipment
* Serving food or beverages for events (Must be willing to be trained in food handlers safety)

**Hourly Rate**: Starting at $10.50/hour