

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

POSITION NAME:	EMPLOYMENT TYPE:
Recreation Room Team	<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
DEPARTMENT/AGENCY NAME:	
Student Affairs/University Student Center	
PURPOSE OF POSITION:	
Under the supervision of the Recreation Manager, Recreation Room Team is responsible for providing quality service to the customers in an organized, timely and friendly fashion.	
TYPICAL DUTIES:	
<ul style="list-style-type: none"> • Greets all game room guests. Provides assistance to guest when necessary. • Monitors traffic flow and patrols Recreation Center and reports customer, maintenance or general issues to supervisor • Maintains accurate cleaning, game maintenance • Cleans and organizes entire Game Room. • Responsible for cash transactions and completing daily log • Assist with tournaments and late night events • Performs daily security procedures • Performs daily inventory check • Performs other duties as assigned. <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent attention to detail, communication and organization skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • 1 year similar experience • cash register operation experience 	
OFFICE EQUIPMENT REQUIRED:	
Cash register, computer knowledge, Walkie Talkie	
SUPERVISION RECEIVED:	
<input checked="" type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:	
SUPERVISOR: Kevin Michael Richardson	
LOCATION: University Student Center Room 201	
TELEPHONE: (443) 885-3927	FAX: (443) 885-8248
EMAIL: KEVIN.RICHARDSON@MORGAN.EDU	

OPENING DATE:	CLOSING DATE:
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MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
 STUDENT EMPLOYMENT OFFICE ♦ MOTEBELLO COMPLEX A-223 ♦ (443) 885-3141 ♦ FAX: (410) 319-4077