Position Title: Student Assistant Coordinator, GameZone  
Status: Student Part-time/Hourly  
Location: California State University East Bay, Hayward, CA  
Reports To: Associate Director, RAW/UU Operations

Within Recreation, Wellness, and University Unions (RWUU), the Student Assistant Coordinator for GameZone supports the department in the vision, development and implementation of GameZone facility management. The Assistant Coordinator is responsible for the scheduling and supervision of staff, operating Game Room and Game Cave, and programming tournaments and other activities in traditional recreation and video games.

Additionally, the Operations Lead;

- Engages in student professional development through the enhancement of the Do Well-Being You (U) Principles of Leadership Model including problem solving, communication, teamwork, and a commitment to the member experience;
- Assists with creating a culture of sustainability for the department and campus community by helping to fashion a more just, humane, and sustainable world;
- Upholds policies, procedures, and environmental strategies to minimize risk and enhance the general safety of users and employees.

Essential Duties and Responsibilities

1. Assist in the recruiting, hiring, training and scheduling of all GameZone staff.
2. Provide mentorship and guidance for GameZone staff;
3. Serve as backup during peak hours, staff absences, and/or as needed;
4. Assist in the creation and regular review of GameZone facility policies and operational handbooks for staff and members.
5. Provide general oversight of GameZone related facilities including the GameRoom (Billiards, Air Hockey, Foosball) and the GameCave (video game console room).
6. Maintain inventory of equipment, games, and supplies; log unreturned/damaged items.
7. Plan and execute semesterly tournaments, special events, and other activities.
8. Develop promotional messages, marketing, and social media material for events and activities;
9. Compile and maintain detailed reports including usage and tournament participation.
10. Conduct assessments to ensure GameZone is meeting the needs of patrons.
11. Coproduce related programs with other RWUU programs and/or campus departments as appropriate.
12. Attend scheduled staff meetings and semesterly RWUU meetings.
13. Actively participate in outreach events promoting RWUU programs and services.
14. Engage in RWUU strategic committees and/or event planning groups.
15. Maintain a working knowledge of all RWUU programs and services.
16. Other duties as assigned.

Required Experience/Education/Certifications

1. Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students). Summer semester enrollment is not required.
2. Experience with a variety of gaming consoles (PS3/4/5, Xbox 360/One, Wii U/GameCube, etc.) and knowledge of traditional recreational activities.
Preferred Experience

1. Demonstrated ability to lead a staff (i.e. Internship, Previous managerial experience).
2. Strong communication (written and oral) skills and customer service experience.
3. Ability to work independently as well as in a team setting
4. Ability to work approximately 20 hours a week with minimal conflicts.