

POSITION DESCRIPTION

Position Title: Rec Room Manager
Department: Residence Life
Reports To: Director of Residence Life

Date: 2021-2022 Academic Year
Status: Student Position

Primary Functions

The Rec Room Program Assistant for Residence Life will assist with hosting events, activities and programs for all residents in the recreation spaces provided in Austin and Clare Hall. This person is responsible for coordinating events, tournaments and leagues for residents, maintaining rec room equipment and keeping track of student participants.

Principal Responsibilities

Programming and Events

- Plan events, programs and activities for student engagement (2-3 programs per week), including night and weekend programs that take place in both Austin Hall and Clare Hall.
- Create and coordinate events and space reservations
- Publicize events and programs at least one week prior to event
- In collaboration with the Senior Lead Desk Worker monitor games and equipment for conditions.
- Responsible for upkeep of bulletin boards and flyers in main recreational areas.

Residence Hall Administration

- Be attentive to needs in the hall and residents.
- Be available to program evening, weekend or break programs and events.
- Keep attendance, feedback and events organized and up to date.
- Maintain an inventory of all Rec Room Items available for Check Out
- Other duties as assigned.

Leadership Development

- Assist, as appropriate, with Residence Life and campus wide programs, such as Community Day, Homecoming, Super Six Series, and Love Your Body week.
- Meet with supervisor every other week.

Communication

- Maintain positive relationship with professional and student staff.
- Effectively promote events through posters, announcements, calendars, etc.

Qualifications

- **Must submit a resume with the Application**
- Must be a full-time student at Alverno College.
- Must be in good academic and behavioral standing, as defined by the College, from application through the term of employment.
- Preferred experience living in a residence hall community for one semester.

General Expectations

- Move into your campus room and have full participation in all training and operational activities which commence 1-2 weeks prior to the opening of the halls during the fall and spring semesters. Dates are subject to change.
- **Summer 2020** Training and wing/floor preparation: **Monday, August 23rd - Friday, August 28th**
- **Spring 2021** Training and wing/floor preparation: **Tuesday, January 18th – Friday, January 22nd**

Compensation

- Room: \$8 per hour. 10 hours per week.

Click [HERE](#) to apply