Gaming Night Coordinator

Department: Residence Life

Location: Center for Cultural Enrichment (events take place across buildings within University Housing)

Compensation:
- Level 1 – $10.35
- Level 2 – $11.10

Hours:
- Approximate Hours in Fall Semester: 50 (beginning Tuesday, September 6, 2016)
- Approximate Hours in Spring Semester: 30
- Must be able to work on Thursday, Friday, and Saturday nights (5pm-1am) when Gaming Nights are scheduled and up to 3 hours the week prior to the Gaming Nights for advance preparation.
- Flexible scheduling based on academic availability and operational need
- Summer hours not available

Qualifications:
- Knowledge and experience with gaming consoles is strongly preferred.
- Programming/event planning experience is strongly preferred.

Position Summary: Gaming Night Coordinators work together to carry-out Gaming Nights as a part of Residence Life’s commitment to provide residents with late night alcohol alternative programming on weekends.

Supervisor: This position is supervised by the Graduate Assistant – Student Activities in Residence Life

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

- Work with the Graduate Assistant-Student Activities and co-Gaming Night Coordinator to plan, promote, and coordinate Residence Life Gaming Nights.
- Work with Graduate Assistant-Student Activities in the creation of publicity for Gaming Nights and order food & beverages for Gaming Night.
- Maintain regular communication with supervisor.
- Work with the Program Assistants and House Fellows to coordinate student volunteers to assist with set-up and take-down of equipment for each gaming night.
- Working with Housing Technology Services to coordinate the online Gaming Night Sign-up system as well as tournaments in Technology Learning Centers.
- Lead console tournaments (i.e. Super Smash Bros or other games).
- Update console machines with necessary downloads.
• Help with accurate attendance tracking by scanning residents into events.
• Interact with and actively engage with residents at Gaming Nights to create fun and welcoming atmosphere.
• Collaborate with Graduate Assistant-Student Activities to help promote and provide feedback regarding Gaming Night program.
• Assist in creating and maintaining a current inventory and organization of Gaming Night equipment.
• Assist in the purchasing process of gaming gear and games when needed.
• **Additional Level 2 Criteria:**
  o Must have 9 months of active work in this position.

**Knowledge/Skills:**
• Excellent communication skills.
• Problem solving skills.
• Ability to work with a diverse student body.
• Positive attitude and comfortable working in an environment with large groups of people.
• Ability to work independently.

**Application Instructions:**
• To apply, go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (under 2016-17) and submit your online application, including a resume and references.
• Deadline to ensure priority consideration is: **11:59pm on Wednesday, March 30, 2016.**

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employer