Position Title: C-Haus Trivia Master

Hourly Rate: $7.25

Department: Residential Life

Supervisor: C-Haus Manager

Work Location: C-Haus

Account Number: 72-00000-00135-00000-xxxxx

Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 1

Work Schedule

A student in this position can expect to work flexible hours per day, 4 - 5 hours per week.

The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day: *Flexible* + **Wednesdays 10:00 pm - 11:00 pm; occasional Thursdays**.

Department/Position Overview

The primary function of the C-Haus Trivia Master is write and conduct Wednesday night Trivia games and/or collaborate with other students/faculty/or staff on campus to create Wednesday night’s game programming. This includes conducting research to craft interesting and relevant questions for the Trivia participants, reaching out to clubs on campus to encourage collaboration, and inviting professors or staff from the college to guest host the Wednesday evening programming. The hours are relatively flexible, as the only scheduled time will be the actual execution of the program on Wednesday night. The Trivia Master will be in weekly communication with the C-Haus Manager in order to appropriately and effectively publicize all events.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills