

McKendree University
Lair Desk Worker Work Agreement

Position Title: Lair Desk Worker

Department: Campus Activities

Reports To: Manager of Campus Activities or designee

Position Type: Part-Time, On-Campus Student Employment (Need 4-12 people)

Hours Per Week: 3–15 hours per week (varies based on availability and flexibility)

Position Summary

The Lair Desk Worker supports Campus Activities by assisting with daily operations, events, and projects in the Lair that uphold the mission and values of McKendree University. This position requires great responsibility, trust, initiative, and engagement. It provides students with the opportunity to develop professional skills, gain hands-on experience in care and collaboration, and contribute to the campus community.

Duties and Responsibilities

- Provide excellent customer service to all Lair visitors in a friendly, professional manner.
- Assist visitors with checking out games, equipment, and other Lair items.
- Monitor the space actively to ensure a welcoming and safe environment.
- Provide information about Campus Activities programs and services.
- Maintain a clean, orderly, and inviting Lair environment, including:
 - Wiping down tables, counters, gaming areas, and high-touch surfaces
 - Vacuuming, sweeping, and mopping as needed or as assigned
 - Cleaning the soda machine area, microwaves, and other shared-use fixtures
 - Returning games, controllers, and equipment to proper locations
- Take initiative to identify areas needing cleaning, restocking, or reorganization - even if not listed on the shift checklist.
- Report broken, missing, or malfunctioning equipment to the supervisor promptly.
- Assist with event setup, teardown, and preparation for programs happening in The Lair or adjacent spaces.
- Support supervisors, GAs, and event staff by preparing materials, moving equipment, and ensuring readiness of the space.
- Model and uphold Campus Activities and University policies, addressing or reporting concerns as appropriate.
- Notify supervisors or Public Safety of concerns related to safety, facility damage, or inappropriate behavior.
- Support department staff with special projects and assignments as needed or requested.
- Maintain confidentiality of University and student information.
- Perform other duties as assigned by the supervisor.

Qualifications

- Must be a current McKendree University student who qualified for Federal Work Study.
- Reliable, punctual, and demonstrates initiative.
- Strong communication and interpersonal skills.

- Ability to work independently and collaboratively.
- Positive attitude and willingness to learn.

Work Schedule

The Lair Desk Worker position is primarily evening and weekend based. Shifts are assigned according to departmental needs, student availability, and performance. Employees are expected to arrive on time, remain at their assigned post for the full duration of the shift, and follow all timekeeping procedures.

Typical Lair Desk shifts are scheduled in two-hour blocks during the following times:

- **Sunday–Wednesday:** 4:00 p.m. – 10:00 p.m.
- **Thursday–Saturday:** 4:00 p.m. – 12:00 a.m.

Some holiday and break coverage may be required based on operational needs.

Compensation

This position is paid hourly at \$15.00 per hour. Only hours that are worked and accurately recorded will be compensated. Students must maintain Federal Work Study eligibility to continue employment.