



Esports Unit Job Description

Level 1 – Esports Attendant (Entry Level)

Level 2 – Esports Manager (Promotional Opportunity)

Level 3 – Esports Supervisor (Promotional Opportunity)

Level 1: Esports Attendant Job Description

The Esports Attendant is responsible for enforcing all policies and guidelines established for participants of Pitt Campus Recreation. Additionally, they provide onsite coverage for the operation of the Esports facility according to prescribed operating procedures while on duty.

Esports Attendant Job Responsibilities

- Answering general questions and phone calls regarding the esports facility.
- Being familiar with services offered by the Campus Recreation department.
- Preparing the facility for opening and closing.
- Controlling access to rooms, equipment, and the facility itself.
- Conducting head counts and esports facility inspections as necessary.
- Maintaining a tidy esports facility by returning equipment to its proper place and encouraging patrons to do the same.
- Managing the equipment check-out process.
- Completing cleaning responsibilities to maintain a clean and safe environment.
- Performing other duties as assigned.

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All operations staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student.
- Ability to lift 45 pounds.

Additional Information

- Position Type: Entry Level
- Pay Rate: \$10.00 per hour

- Work Schedule: Not to exceed 20 hours a week
- Required Documents: N/A
- Optional Documents: Resume/Cover Letter – Strongly Encouraged
- Does this position require FWS award? No
- Application Instructions: All applications must be submitted through Pitt Talent System

Level 2: Esports Manager Job Description

Esports Managers oversee the daily operations and facility upkeep of the Esports space within the Recreation and Wellness Center. In addition, Esports Managers supervise on shift personnel.

Esports Manager Job Responsibilities

- Provide direct supervision and guidance to Esports Attendants.
- Ensure staff are present, in uniform, in designate position and completing assigned tasks.
- Contact missing Esports Attendants and fill in onsite positions as needed.
- Ensure all facility policies and guidelines are being upheld.
- Complete all manager paperwork.
- Collaborate with professional staff as needed to handle accidents and incidents within the facility.
- Ensure facility is opened and closed properly according to the daily facility hour schedule.
- Assist with events and facility reservations taking place on shift.
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings.

Professional Skills to be gained:

- Leadership
- Delegation
- Conflict resolution
- Initiative

Required Job Qualifications

- All operations staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student.
- Ability to lift 45 pounds.

Additional Information

- Position Type: Promotional Opportunity for current Esports staff
- Pay Rate: \$12.00 per hour

- Work Schedule: Not to exceed 20 hours a week
- Required Documents: N/A
- Optional Documents: Resume/Cover Letter – Strongly Encouraged
- Does this position require FWS award? No
- Application Instructions: All applications must be submitted to the Esports Coordinator

Level 3: Esports Supervisor Job Description

Esports Supervisors serve in an administrative capacity, providing leadership to front-line student employees in the Esports Manager and Esports Attendant roles. Supervisors are responsible for maintaining staff schedules, assisting with hiring, and leading the training of new student staff members.

Esports Supervisor Job Responsibilities

- Develop and maintain schedules for Esports Managers and Attendants to ensure sufficient staffing coverage.
- Assist with the hiring, interviewing, and onboarding processes for new Esports Managers and Attendants.
- Conduct regular check-ins and training sessions to reinforce facility protocols, procedures, and policies.
- Oversee the coordination of events and reservations within the Esports facility.
- Ensure effective communication with Esports Managers regarding facility needs, staffing, and operational concerns.
- Collaborate with professional staff to address incidents, accidents, and emergency response plans.
- Uphold and enforce all policies, guidelines, and emergency response protocols to ensure a safe environment for patrons and staff.
- Maintain inventory and ensure readiness of all supplies, equipment, and other necessary materials in the space.
- Serve as a mentor and leader to all Esports staff, fostering professional development and promoting teamwork.
- Provide direct supervision of Esports operations by working 1–2 Manager shifts per week.

Professional Skills to be gained:

- Leadership
- Delegation
- Conflict resolution
- Initiative

Required Job Qualifications

- All operations staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student AND current campus recreation student employee.
- Ability to lift 45 pounds.

Additional Information

- Position Type: Promotional Opportunity for current Manger staff
- Pay Rate: \$14.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 10 hours per week.
- Required Documents: Resume and Cover Letter
- Does this position require FWS award? No
- Application Instructions: Must submit all required documents to the Esports Program Coordinator. Internal applicants only.