

UC Setup Crew

Department: James R. Connor University Center, Building Operations

Reports To: Reservations & Events Manager

Hours per week: Approximately 10-20 – Weekdays, evenings, and some weekend hours.

Starting Wage: \$10 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The UC Setup Crew is responsible for the physical set-up of rooms and assisting customers with meetings, special events, conferences, and other activities that take place within the University Center, Drumlin, and Esker. In addition, Setup Crew members will complete various cleaning and building maintenance tasks. Successful UC Setup Crew members will demonstrate the ability to work with others as a team and have good verbal communication and problem-solving skills. The UC Set-Up Crew works closely with UC Building Managers, UC Tech Crew, UC Reservations, UC Custodial & Maintenance, and various other UC, campus, and external clients.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

UC Setup Crew strives to help student employees develop the following areas as outlined by AAC&U and NACE Career Readiness, through fostering High Impact Practices including Internships, collaborative assignments, and projects.

Intellectual and Practical Skills

- Performs tasks in a timely and positive manner
- Works effectively in a team-oriented, customer service environment
- Engages with open and receptive interaction with a diverse clientele
- Demonstrates good time management by arriving to work, programs, and meetings on time
- Reflects accountability through team and individual problem solving
- Monitors and empties trash/recycling from the meetings rooms and open gathering areas as needed
- Removes litter and debris from meeting rooms, bathrooms, tile, carpet, rubber flooring, ramps, steps, and elevators
- Wipes off smudges, smears, litter, and debris from UC surfaces as needed

Personal and Social Responsibility

- Lives the UC brand image and actively supports a welcoming, safe, and inclusive environment
- Reports all problems or issues promptly and is truthful and ethically correct in the performance of all duties

Integrative and Applied Learning

- Sets up and maintains setup, resources, and cleanliness of rooms and spaces
- Demonstrates attention to detail and deadlines
- Maintains knowledge of and observes all office/ building policies and procedures
- Helps evaluate, update, and implement current procedures

Knowledge of Human Cultures and the Physical and Natural World

- Work collaboratively with UC departments.
- Lives the UC brand image and actively supports a welcoming, safe, and inclusive environment
- Reports all problems or issues promptly and is truthful and ethically correct in the performance of all duties
- Demonstrates appropriate practical approaches to problem-solving
- Demonstrates open and receptive interaction with a diverse clientele

Prepares for future Career

- Participates in UC developmental offerings via ConnectED offerings
- Participates in and is paid for UC-wide student-employee training and activities
- Completes semesterly evaluation of work with supervisor

Job Specific Knowledge, Skills, and Abilities

- Works well in a team environment and individually
- Demonstrates good verbal and written communication skills
- Demonstrates organizational, problem-solving, and time-management skills
- Demonstrate ability to problem solve and maintain a positive demeanor in stressful situations
- Demonstrates ability to lift equipment, chairs, and tables up to 50 pounds. May require kneeling, bending, and/or standing for long periods of time. Accommodations will be discussed if required.
- After training, demonstrates the ability to operate the basic computer and A/V systems
- Cares for and handles equipment properly
- Assists all University Center events and programs as needed
- Assists with other similar duties as assigned

Minimum Qualifications

- Must be a registered UW-Whitewater student enrolled at least half time
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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