UC **Set-Up Crew**

**Department**: James R. Connor University Center

**Reports To**: University Center Facilities Coordinator

**Hours per week**: Approximately 10-15 – M-F, weekends

***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

Set-up Crew is responsible for the physical set-up of rooms for meetings, special events, conferences, and other activities that take place within the University Center, Drumlin, and Esker, particularly those that are held during the day on weekdays.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

*Intellectual and Practical Skills*

* Performs tasks in a timely and positive manner
* Responsible for the proper set up of all events per the Operations Report
* Ensures rooms are set-up as sponsor requested

*Personal and Social Responsibility*

* Notifies maintenance in the event that something is damaged
* Secures rooms, including tech equipment, when not in use
* Maintains cleanliness of all meeting rooms, upper floor common areas, storage rooms, tech rooms, and tables
* Sets chairs, tables, podiums, easels, and any other required items as requested
* Ensures sponsor receives assistance as required
* Enforces the adherence of all University Center policies by the sponsor

*Integrative & Applied Learning*

* Attention to detail and deadlines is imperative

*Knowledge of Human Cultures and the Physical and Natural World*

* Meets sponsors of events

**Minimum Qualifications**

* Must be a registered UW-Whitewater student and enrolled at least half time.
* Must be able to lift 40 pounds, move chairs and tables, and occasionally work on a ladder.
* Must maintain an overall GPA of 2.0 or higher

*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**

Jay Craggs

Facilities Coordinator

James R. Connor University Center, Room 253

University of Wisconsin-Whitewater

Updated 8/22/13

(262) 472-1176 (Office)