



Title: Student Set-up Crew

Area: UMC Operations

SA Level: SA I

Pay Rate: \$16.00/hour

Schedule: Up to 20 hours (international students) / Up to 25 (non-international students).

Students create their own schedule based on available shifts. Weekly meetings are held to discuss newly open shifts.

Work Study: Welcomed, but not required

Application Deadline: Open until filled

Must be enrolled for 6 credit hours (undergraduate students), 3 credit hours (graduate students)

About CU Events Planning & Catering

The UMC manages its own facility reservation functions and catering sales office, as well as scheduling many of the university's non-academic facilities and functions. It is funded through student fees and excess revenues from UMC auxiliary operations. The UMC has 22 meeting rooms plus various other event spaces. Each year it schedules approximately 16,000 events in the UMC and 12,000 throughout campus. The UMC performs its own meeting room and equipment set-ups.

Position Duties/Requirements/Responsibilities

- General responsibilities
 - Complete and participate in all mandatory trainings and staff meetings.
 - Arrive on time in the appropriate uniform for the shift or event and be ready to work.
 - Contribute positively to the UMC and the UMC security staff.
- Set-ups
 - Read and follow the daily event set-up worksheet and to-do list.
 - Provide support during events including last-minute changes and AV troubleshooting.
 - Event furniture set-ups in all rooms and outside spaces.
 - Simple AV set-ups.
- Custodial duties
 - Trash collection in offices, meeting rooms and outside spaces.
 - Periodic floor cleaning of event, meeting and office spaces.
 - Various custodial duties such as cleaning windows, refreshing restrooms, etc.
- Projects
 - Assist the operations team in moving furniture.
 - Simple repairs of inventory.
 - Organizing storage and event spaces.

Required Skills

- Ability to read and follow directions
- Strong communication skills
- Physically capable of moving and lifting heavy furniture
- Punctuality

Preferred Skills

- Ability to learn customer service skills
- Previous work experience
- Integrity and the ability to take personal accountability

Learning Outcomes

The UMC is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all of our student employees. The UMC also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities. While at the UMC, you can expect to gain experience in the following areas:

- Practical competence: Interact and conduct oneself in a professional environment; identify ways in which this position can help with current or future academic and/or career pursuits. Collaborate with others in a goal-orientated setting.
- Interpersonal and intrapersonal competence: Communicate in writing and verbally clearly and effectively with audience inclusive of students, staff, faculty and community members. Develop and maintain positive and productive professional relationships with campus community.
- Communication and interpersonal skills: Practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.
- Problem-solving: Proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.
- Professionalism and leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.
- Creating a safe and inclusive environment: Learning to encourage and promote a welcoming environment in the UMC, attending diversity trainings, contributing to creating inclusive spaces and supporting the Division of Student Affairs inclusion statement.

Required Trainings

- Discrimination and Sexual Misconduct
- Campus Security Authority
- New Student Employee Orientation
- Student leadership training
- Diversity training

To apply for this position, you must fill out an application by visiting the UMC Student Jobs webpage at colorado.edu/umc/student-jobs.

Job Contacts

Kevin MacPherson, Evening Set-up Lead, kevin.macpherson@colorado.edu

Chandler Greenfield, Morning Set-up Lead, chandler.greenfield@colorado.edu

UMC Mission Statement

As the heart of campus, the UMC supports students' academic success by providing opportunities for student involvement, leadership development and entertainment in a welcoming and inclusive environment.

UMC Values

The following core values guide the decision-making and planning of the UMC:

- Diversity and inclusivity
- Engagement with the CU Boulder community
- Honoring veterans
- Quality facilities, programs and services
- Student development
- Sustainability

Student Affairs Inclusion Statement

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

The UMC is an Equal Opportunity Employer

The UMC does not discriminate in any condition of employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

Background Checks

The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, background checks may be conducted.