



Title: Student Set-Up Crew

Area: UMC Operations

SA Level: SA I

Pay Rate: \$15/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.

Undergraduate Students: Must be enrolled for at least 6 credit hours

Graduate Students: Must be enrolled for at least 3 credit hours

Work Study: Welcomed, but not required

Application Deadline: OPEN

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
 - Organization of 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

Anticipated Student Learning and Development Outcomes

The UMC is dedicated to supporting the learning and development of the whole student. Therefore, the UMC supports and provides multiple training opportunities as well as coaching or evaluation feedback for its 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.

- **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

Required Trainings for Position

- CU Discrimination and Sexual Misconduct Training
- UMC New Student Employee Orientation
- Diversity training

To apply for this position:

Please fill out an application by visiting the UMC Jobs webpage at www.colorado.edu/umc/jobs/student.

Job Posting Contacts:

Anthony Kutcher, AV and Set-up Manager
anthony.kutcher@colorado.edu

Ray Bailey, AV Lead
donald.bailey@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.