



Title: Student Audio/Visual Tech

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

Description of Work Area

UMC meeting spaces and ballrooms

Position Description

Set up, operate and troubleshoot all AV/projection/lighting/conferencing equipment, devices and systems. Oversee the set-up of AV equipment in meeting rooms and ballrooms. Ensure all AV equipment is operational. Repair or clean equipment when necessary. Label any broken equipment and communicate problems to manager/supervisor. Tape down and dress all loose wire and cable. Check delivered equipment and room set-up against order. Communicate any additions or deletions to manager/supervisor. Assist and instruct guests/customers regarding proper usage and operation of AV equipment, and monitor equipment operation at appropriate intervals. Breakdown, remove and secure equipment when not in use.

Position Duties and Responsibilities

Students in the audio/visual tech position will work under the supervision of the AV student manager and UMC AV manager. Students will be responsible for the following:

- Room set-up
- AV set-up
- Ensuring set-ups match orders
- Positive customer service
- Troubleshooting concerns and questions from clients, as appropriate
- Basic maintenance of all equipment
- Minor computer configuration
- Assist set up team when necessary

Must possess and execute AV equipment operation skills, as listed under “Required Skills” below.

Required Skills

- Desire to learn
- Willing to be trained in a new skill
- Absorb the information being provided
- Basic computer knowledge

Preferred Skills

- Basic audio and electronics knowledge
- Multi-channel mixer operation and gain structure
- Equalization ear training and room correction techniques
- Wireless microphone operation and theory
- Digital video projection operation, format, and resolution standards
- Computer/projector interface procedures
- PC and Mac knowledge
- PowerPoint knowledge

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 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:

- **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; dress appropriately for your role; exercise leadership in job responsibilities; follow UMC professional guidelines for timekeeping, work hours and working with the public; experience with time-keeping software.

- Creating a Safe and Inclusive Environment: Learn to encourage and promote a welcoming environment in the UMC, attend diversity trainings, contribute to creating inclusive spaces and supporting the Student Affairs Division inclusion statement.

Job-specific Learning Outcomes

The AV team will provide you the ability to work unsupervised. You will gain some hands-on experience with basic electronic installations.

Required Trainings for Position

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

This job provides hands-on training before you can work alone. You will work alongside of an experienced tech until you can show that you possess the ability to handle an event alone.

To apply for this position:

Please fill out an application by visiting the UMC Jobs webpage at 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.