



**Set-Up Crew**

**Event Planning & Catering: Set-Up**

Student Assistant I

\$12.00/hr starting; 5-25 hours per week maximum, per CU Student Employment rules

Must be enrolled as a current, degree-seeking CU student

Work Study preferred, but not required

Applications are available at the UMC Reception Desk

**About 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. In a given 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
- Must be physically capable of moving and lifting heavy furniture
- Punctuality

**Preferred Skills**

- Must be able 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 one's self 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

### **To apply for this position, you must submit the following:**

Complete the online application at

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=66184347-4b82-49d2-901d-128102980845&env=na2>

### **Job Posting Contact**

Allen Means  
Set-up Student Manager  
allen.means@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.

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

### **Diversity in the UMC**

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.

### **Equal Opportunity Employer**

The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, persons with disabilities and veterans.

### **Background Checks**

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