



**University of Connecticut
Student Union
Set-up Crew Supervisor**

Position Overview:

Under the general supervision of the Building Superintendent/Lead Custodian, the Student Setup Crew Supervisor is responsible for providing program support to events in and around the union. Follows the direction of the Building Manager in the absence of the Building Superintendent/Lead Custodian and the Building Services Manager.

Responsibilities:

- Assist the Student Union Operations Unit with daily room setups
- Supervise, train, schedule/lead staff meetings, schedule staff based on setup demand
- Handle all equipment and furniture with proper care and report any problems or damages immediately to the Maintenance Staff and Building Manager
- Interpret daily setup worksheet, program/event confirmations and room diagrams
- Oversee Setup Crew in the proper arrangement of furniture and equipment in and around the Student Union to insure details of all setups match those requested by customers
- Responsible for enforcing all department and university policies and procedures in matters related to the Student Union
- Support an environment that encourages, values, and delivers outstanding customer service
- Assist the Maintenance Staff with lifting, moving and setting up office equipment, staging and other furniture and materials as needed
- Clear and clean floors, tables and chairs; clean spills and stains, sweep and mop as needed
- Attend all mandatory meetings and training sessions
- Perform related duties as required

Minimum Qualifications:

- Ability to work with and supervise peers
- Excellent oral, written and communication skills
- Ability to move a minimum of 60 pounds and crawl under staging
- Proficient in all Microsoft Office applications
- Ability to provide exceptional customer service in a positive and enthusiastic manner
- Highly motivated and demonstrates a willingness to learn
- Ability to respect the rights and privileges of others and to demonstrate civility to foster an inclusive community
- Have the flexibility to work a varying schedule including nights and weekends as needed and maintain scheduled work hours

Preferred Qualifications:

- Ability to use scheduling and event management software