



University of Connecticut Student Union Set-up Crew

Position Overview:

Under the direct supervision of the Building Superintendent/Lead Custodian and the Student Setup Crew Supervisor, the setup crew is responsible for providing program support to events in and around the union. Follows the direction of the building manager when the Building Superintendent/Lead Custodian and set-up crew supervisor are not available.

Responsibilities:

- Assist the Student Union Operations Unit with daily room setups
- 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 worksheets and facilitate the proper arrangement of furniture and equipment in and around the Student Union as directed
- Work as a team to perform room setups according to daily setup worksheets, event confirmation and necessary diagrams to ensure details of all setups match those requested by the customer
- Responsible for enforcing all department and university policies and procedures in matters related to the Student Union
- Support and environment that encourages, values, and delivers outstanding customer service
- Assist the maintenance staff with lifting, moving and setting up of office equipment, staging and other furniture and materials as needed
- Attend mandatory trainings and staff meetings
- Perform additional duties as directed

Minimum Qualifications:

- Excellent oral, written and interpersonal skills
- 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
- Ability to move a minimum of 60 pounds and crawl under staging
- Have the flexibility to work a varying schedule including nights and weekends and maintain scheduled work hours