



STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Set-up Supervisor

Must Work 15 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for a Set-up Supervisor in the Campus Life Department:

- a. Is responsible for seeing that all set-ups and break-downs of rooms and equipment are accomplished in designated facilities under the directorship of the Campus Life Department and must have daily communication with the Services Coordinator
- b. Is responsible for equipment being in the proper place for the requests and for the break-down and storage afterward
- c. Is responsible for checking the reservation clipboard (i.e. late reservations, reservations scheduled too close to allow sufficient time for set-ups and break-downs)
- d. Is responsible, in conjunction with the Services Coordinator, for the scheduling of labor hours for and the training of the set-up team members
- e. Must have one or two set-up person(s) on call each weekend, depending on building use.
- f. Will assist in training people on the sound system and help ensure that anyone who is not trained receives proper training before operating the sound system
- g. Serves as member of the Campus Life Student Coordinator team
- h. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Voluntarily participating in activities sponsored by this department

4 Basic Qualifications

- a. General: Leadership
- b. Skill: Technical knowledge
- c. Physical: Good
- d. Academic: Strong standing

5 Desirable Qualifications:

- a. Ability to be assertive with peers
- b. Knowledge of room/equipment set-ups
- c. Willingness to work hours that include late night, early morning, and weekend
- d. Ability to organize set-up arrangements well ahead and be flexible enough to accommodate situations as necessary
- e. Initiative

6 Narrative Summary:

A Set-up Supervisor should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.

