

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Campus Life**

Most Recently Updated 10/22/2003

Position Title: Set-up Technician  
Must work 10 hrs/wk.

#### **1 Grade Level: 2-3**

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

- A. Is responsible for seeing that all set-ups and breakdowns 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 breakdown 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 breakdowns).
- D. Must participate in on-call rotations for weekends and be willing to work occasional late nights.
- E. 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. If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- C. Labor meetings/training.
- D. Cross-training with other department teams.
- E. Voluntarily participating in activities sponsored by this department.

#### **4 Basic Qualifications**

- A. General: Dependability; flexibility.
- B. Skill: Technical knowledge.
- C. Physical: Need physical mobility.
- D. Academic: Good standing.

**5 Desirable Qualifications:**

- A.** Technical knowledge in handling sound and light equipment.
- B.** Knowledge of room/equipment set-ups.
- C.** Willingness to work hours that include late night, early morning, and weekend.
- D.** Initiative.

**6 Narrative Summary:** Student was 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; daily communication with the Services Coordinator; equipment being in the proper place for requests and for break-down and storage afterward; checking reservation clipboard (i.e. late reservations, reservations scheduled too close to allow sufficient time for set-ups and break-downs; and participated in on-call rotations for weekends and worked occasional late nights.