

UC Tech Crew

Department: James R. Connor University Center

Reports To: UC Building Operations Manager

Hours per week: Approximately 10-20 – primarily nights and weekends

Starting Wage: \$11 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

A University Center Tech Crew member is responsible for operating audio, video, and lighting equipment for various events throughout the semester, particularly in the evenings, with some work on the weekends. UC Tech Crew members also perform regular maintenance and troubleshooting on related equipment. A successful UC Tech Crew member will demonstrate the ability to work with others as a team and have good verbal communication and problem-solving skills. The UC Tech Crew works closely with UC Building Managers, UC Set-up Crew, UC Reservations, UC Live, and various UC clients.

Tasks

UC Tech Crew strives to help student employees develop the following areas as outlined by AAC&U and NACE Career Readiness, through fostering High Impact Practices including Internships, collaborative assignments and projects.

Intellectual and Practical Skills

- Performs tasks in a timely and positive manner
- Works effectively in a team oriented, customer service environment
- Communicates effectively with diverse clientele
- Demonstrates good time management by arriving to work, programs, and meetings on time
- Reflects accountability through team and individual problem solving
- Monitors and empties trash/recycling from tech areas and other open gathering areas as needed
- Removes litter and debris from tech areas
- Wipes off smudges, smears, litter, and debris from UC surfaces as needed

Personal and Social Responsibility

- Maintains truthful and ethically correct performance in all duties
- Actively supports a welcoming, safe, and inclusive environment
- Reports all problems or issues promptly to Supervisor
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

Integrative & Applied Learning

- Demonstrates attention to detail and deadlines
- Maintains knowledge of and observes all office policies and procedures
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Demonstrates appropriate practical approaches to problem solving
- Demonstrates open and receptive interaction with diverse clientele
- Works collaboratively with UC departments

Prepares for future Career

- Participates in UC developmental offerings via ConnectED offerings
- Participates in and is paid for UC wide student employee trainings and activities
- Completes semesterly evaluation of work with supervisor

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must maintain an overall GPA of 2.0 or higher

Job Specific Knowledge, Skills, and Abilities

- Operates University Center primary A/V systems including: projectors, audio and lighting consoles, Crestron control systems, microphones, web conferencing, etc.
- Handles equipment properly and with care
- Demonstrates basic knowledge of computers
- Demonstrates the ability to problem solve and maintain positive demeanor in high stress situations
- Troubleshoots audio, video, and lighting equipment problems
- Assists the Building Operations Manager with University Center technical upgrades

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

Caleb Bols

UC Building Operations

James R. Connor University Center, Room 253B

University of Wisconsin-Whitewater

(262) 472-1176 (Office)

bolsc@uww.edu (Email)