



# University of Wisconsin – River Falls

## Student Affairs – Production Services

**Job Title:** Technical Staff

**Level:** Entry

**Revision Date:** 3/1/08

**Job Reports To:** SA Electronic Media Tech – Senior & Production Services Tech Leads

### **Job Summary/Position Purpose**

The Production Services-Tech Staff is primarily responsible for all of the production infrastructure and room setups for the University Center and secondary support is provided campus-wide. The staff will be responsible for set-up and take down of all staging, trussing, video screens, Genie Lifts, scaffolding, crowd barricades, tables, chairs and will provide additional departmental support as needed. Production Services-Tech Staff represent Student Affairs while on duty. This appointment and requires evening and weekend hours and a commitment of 6-12 hours per week. This is a very labor-intensive position.

### **Minimum Position Requirements**

- A. Must be an enrolled UWRF student for the upcoming semester.
- B. Minimum cumulative grade point average of 2.25 or higher before and during employment.
- C. Fall training from August 25 – Sept 1 must be fully attended.
- D. Knowledge of staging, room setups and/or the willingness to learn.
- E. Good mechanical skills are a plus.
- F. Must be available to attend fall training activities.
- G. The position requires 6-12 hours per week of commitment.
- H. Must be able to consistently lift a minimum of 65 lbs.\*
- I. Must be able to work on lifts at heights up to 40' or on ladders.\*
- J. Must be able to physically crawl, walk, or climb as necessary to finalize setups.\*
- K. Must be able to receive approval from Risk Management to drive a campus vehicle.\*
- L. Outside employment is not suggested, however, can be obtained with pre-approval of supervisor.

\*Continued successful employment beyond 1 month is contingent upon the proven ability to perform these job tasks.

### **Work Environment**

This position works out of the University Center. Students holding this position may work anywhere on campus to provide the highest level of services as required by the essential duties of this position.



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### **Essential Tasks, Duties and Responsibilities**

#### General Duties

- A. Follow allow Safety guidelines set forth by the department.
- B. Responsible for set up, monitoring and tear down of meeting room tables & chairs, staging, trussing, video screens, Genie Lifts, crowd barricades, pipe & drape, and other equipment as assigned.
- C. Responsible for maintaining cleanliness within all University Center meeting rooms
- D. Responsible for assisting Production Services-Tech Staff as necessary.
- E. Responsible for enforcing department or building policies as appropriate.
- F. Interface directly with customer(s) at events.
- G. Attends all training and weekly department meetings.
- H. Notify Production Services-Tech Staff Lead promptly of faulty equipment.
- I. Assist with keeping the department inventory and maintenance systems up-to-date.
- J. Store unused equipment appropriately.
- K. Attend monthly all staff meeting.
- L. Other duties as assigned.



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### **Additional Position Information**

#### **Hours of Work**

An Entry Level Technical Staff employee will be required to maintain at least 6 – 12 hours per week during the academic year. Weekly shift hours are on a rotating basis. Supervisor does not assign hours directly, students sign up for their hours at weekly meetings. Additional opportunities may be offered for full-time employment during J-term, Spring Break and summer months on a limited basis.

#### **Probation and Compensation**

A probationary period of employment has been established for this position which lasts for the first month of the position. Requirements are shown above in the qualifications section and are denoted with an asterisk (\*).

This position is paid hourly and work-study is not required to be eligible.

#### **Performance Reviews**

Performance reviews are conducted with the Electronic Media Technician – Senior and/or a Student Tech Lead at least once per semester.



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### **Promotion**

This position offers the opportunity for internal promotion from entry to the lead level. Promotion possibilities may be available after a performance review and will take effect at a mutually agreed upon date. Some factors that will be considered for promotion:

- Very good to excellent performance review.
- High proficiency in performing entry job duties and responsibilities.
- Reliable work attendance.
- Excellent customer service skills.
- A broad base of technical knowledge.
- Demonstrated adherence to good, accurate documentation as necessary.
- Interest and willingness in taking on additional duties and responsibilities.
- Demonstrated leadership abilities.

### **Application for Employment**

To apply for a Production Services – Technical Staff position, please visit the website <http://www.uwrf.edu/itsjobs> to fill out the on-line application and then follow the instructions to submit a letter of interest and resume. The website defines all application processes and deadlines.

### **Equal Opportunity Employer Student Affairs – Production Services**

Student Affairs – Production Services (SA-PS) is an Equal Opportunity Employer and seeks to reflect the diversity of the University community. SA-PS welcomes students of every academic discipline. To qualify for SA-PS employment, you must be a currently registered student in good academic standing at UW-River Falls. Financial Assistance is not a requirement for SA-PS employment.