Job Title: Student Technical Manager
Level: Mid-Level
Revision Date: 01/12/11
Pay Rate: Starting $8.00/hr.
Job Reports To: Production Services Tech Lead

Job Summary/ Position Purpose

The Production Services-Student Technical Manager 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 expert level knowledge of set-up and take down procedures related to all Production Services equipment. This position will oversee up to (5) student staff employees. Production Services-Student Technical Manager represents Student Affairs while on duty. This appointment requires evening and weekend hours and a commitment of 12-15 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 17 - September 2 must be fully attended.
D. Working shifts from August 29 – Sept 4 are required.
E. Knowledge of audio, lighting, staging, room setups and the willingness to learn.
F. Good mechanical skills are a plus.
G. Must be available to attend fall training activities.
H. The position requires 12-15 hours per week of commitment.
I. Must be able to consistently lift a minimum of 65 lbs.*
J. Must be able to work on lifts at heights up to 40’ or on ladders.*
K. Must be able to physically crawl, walk, or climb as necessary to finalize setups.*
L. Must be able to receive approval from Risk Management to drive a campus vehicle.*
M. 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. Be the direct supervisor for up to 5 student employees in a peer working environment.
B. Supervise any staff that may be present during work shifts.
C. Follow all safety guidelines set forth by the department.
D. Responsible for high-level event management including setup/teardown procedures.
E. Responsible for maintaining cleanliness within all University Center meeting rooms and storage spaces.
F. Responsible for enforcing department or building policies as appropriate.
G. Interface directly with customer(s) at events.
H. Attends all training and weekly department meetings.
I. Notify and work with Production Services-Tech Lead promptly to report and fix faulty equipment.
J. Assist with keeping the department inventory and maintenance systems up-to-date.
K. Store unused equipment appropriately.
L. Other duties as assigned.
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Additional Position Information

Hours of Work

A Student Technical Manager will be required to maintain at least 12-15 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. Manager will schedule training time with subordinates on a monthly basis. 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 UC Assistant Director of Operations and/or a Student Tech Lead at least once per semester.

Promotion

This position offers the opportunity for internal promotion from mid-level to the lead-expert 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.
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Department Structure

Application for Employment

This position is available through internal promotion only.

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.