

UNIVERSITY of  
NORTHERN COLORADO



*University Center Operations*

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**POSITION DESCRIPTION**

- I. **Title:** Student Setup Staff
- II. **Supervisor:** Student Assistant Manager
- III. **General Description:**  
Provide optimal service to guests of the University Center. Arrange room sets for scheduled and non-scheduled events in the University Center, in a precise, timely manner. To be familiar with all aspects of University Center equipment, including tables, chairs, audio-visual equipment, and other apparatuses. To ensure all rooms are clean and presentable for the customers.
- IV. **Responsibilities:**
- Represent UNC and the University Center in a positive and professional manner.
  - Maintain the safety and security of the University Center through sound judgment and action, by having knowledge of all procedures and policies.
  - Arrange tables, chairs, and other multi-media equipment according to manual guidelines and instructions from Events and Conference Services.
  - Become familiar with all University Center multimedia equipment.
  - Ensure all rooms are clean and presentable for the customer. This includes some light custodial and maintenance work.
  - Be prepared to arrange sets or pick up equipment in other locations on campus.
  - Assist the customer in a courteous, professional and informative manner.
  - Able to lift and move up to 70lbs.
  - Attend scheduled staff and assigned group meetings.
  - Communicate policies and procedures to customers and University employees.
  - Other duties as assigned.
- V. **Time Commitment:**  
This is a part time position with varied work hours including evenings and weekends.
- VI. **Conditions of Employment:**
- Employment dates are year round including scheduled University breaks.
  - Must demonstrate the ability to work with diverse groups.
  - Maintain satisfactory performance of duties within University guidelines.
  - Maintain an acceptable grade point average (2.0 for both term and overall).
- VII. **Remuneration:**
- Beginning wage of \$7.45/hr.
- VIII. **Application Process:**
- For application information, contact the Information Desk located in the University Center, (970) 351-2007.
  - Include a resume with the application.
  - Applications may be submitted to the Information Desk and will be kept on file for one academic semester.
  - Direct questions to the Assistant Director of Operations (970) 351-1307.