#### UCCS UNIVERSITY CENTER AND EVENT SERVICES

**DEPARTMENTAL JOB DESCRIPTION**

Dept. Number: 40131

*Production Assistant*

# JOB SUMMARY

This is a part-time job involving approximately 10 – 20 hours per week. The Production Assistant reports directly to the Event Production Program Manager or Event Production Professional. The position involves weekday, weekend, morning, afternoon, and/or evening hours and are worked around the class schedule. The primary responsibilities of this position are room preparation and audiovisual setup for events scheduled by the University Center and Event Services (UCES) Scheduling team. Work study not required but desirable.

# QUALIFICATIONS

1. Must be enrolled in at least six (6) credit hours at UCCS for the current semester or previous semester for summer employment.
2. Must currently hold or be able to obtain a valid driver’s license before employment begins.

# RESPONSIBILITIES

1. Setup event furniture, audiovisual equipment, and decorations for on campus events.
2. Serve as a direct point of contact for event-day customer service as well as meet and greets with clients.
3. Clean and disinfect equipment, gathering places, and vehicles as required.
4. Be on time and attentive during trainings, work shifts, and team meetings.
5. Follow all policies and procedures of the University Center including dress code, displaying UCES nametag, and safe equipment handling and setup.
6. Check and respond to email and Microsoft Teams messages regularly, at least once a day.
7. Act as a representative of the University Center and Event Services to students, faculty, staff, and larger community.
8. Manual labor including frequent lifting, pushing, pulling, and maneuvering equipment up to 50 lbs.

# SPECIFIC DUTIES

1. Complete setups and tear downs for events scheduled by the UCES Scheduling team.
2. Setup, configure, tear down audiovisual equipment to enhance events held on campus.
3. Always remain professional and courteous with customers, teammates and guests.
4. Clean event equipment as well as reset meeting rooms and large venues between events.
5. Accurately print and utilize Kx reports and room diagrams for event setups.
6. Proactively plan with teammates to complete required setups and tasks before established event times.
7. Adhere to vehicle safety protocols at all times (i.e. seatbelt compliance, comply with campus speed limits, load securement, etc.) Safely operate campus vehicles as needed.
8. Monitor venues and equipment during events as needed.
9. Complete required trainings upon hire and facilitate future trainings to other UCES new hires.
10. Immediately report any health or safety concerns to direct supervisor, UCES full-time staff, Building Manager, Public Safety, and or Risk Management.
11. Immediately report any incidents or activities out of the norm. i.e. broken equipment/furniture or facility damage to direct supervisor or Building Manager on shift.
12. Model a culture of great customer service and teamwork by giving others the benefit of the doubt.
13. This position may be designated other duties as assigned.
14. Must be able to lift, push, pull, and maneuver equipment up to 50 lbs.
15. Operate campus vehicles as needed.

# COMPENSATION PLAN

4101 Entry Level/Semi-Skilled- Salary Range: $12.32-$16.00 per hour/ Student will be hired at a rate of $12.32 per hour.

Raises are available to student employees as position vacancies and promotional opportunities become available.

* This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act
* The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.
* UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.