

# **Employment at SAE**

University of Mary Washington  
Student Activities and Engagement

## **SAE Set Up Crew**

- 10-15 hours a week
- Starting Rate: \$7.50/hr
- Start Date: August, 2016

## **Summary**

The Office of Student Activities and Engagement acts as a resource to over 130 student organizations, all of which have access to the amenities provided by SAE. The SAE Set Up Crew is responsible for assisting these student organizations with equipment rental, as well as the set up and break down of SAE equipment at student sponsored events. Responsibilities include, but are not limited to, setting up and breaking down SAE equipment, managing and maintaining SAE equipment inventory, lifting and transporting equipment, weekly checks of campus bulletin boards and other duties as assigned by professional staff.

### **80% - Equipment Usage**

- Check the MyUMW to do list frequently and perform the duties that have been assigned.
- Maintain up-to-date records of all SAE inventory, reporting any need for maintenance, restocking, or other issues to the appropriate staff.
- Check Event Requests for equipment requested by student organizations; making sure that the equipment is in stock and is set aside and ready for pick up by the requesting organization.
- Check all equipment in and out of inventory every time something is taken or returned to a SAE storage room.
- Transport, set up and break down equipment on campus as instructed.
- Act as the point of contact for student organizations that come to use SAE owned store rooms, enforcing SAE storage policies.

### **15% - Other Duties as Assigned**

- Perform tasks assigned by professional staff willingly and efficiently.
- Notify the appropriate staff when necessary of any issues, conflicts or pertinent information.
- Participate in staff training.

### **5% - Bulletin Board Checks**

- Perform weekly bulletin board checks around campus, making sure that all materials posted meet university posting policies.

**Qualifications:**

- Strong time management skills, including arriving to all shifts on time.
- Leadership, organization, and problem solving skills.
- Ability to work well both on your own as a part of a team.
- Reliable and responsible, taking initiative to complete tasks.
- Basic Microsoft Office, Google Apps, and my UMW software skills.
- Comfortable with lifting and setting up equipment of moderate weight