



## Setup Crew Responsibilities

- Customer service skills are needed.
- Support the mission statement of the Texas Tech Student Union and Activities Department.
- Greet building users with a professional attitude and provide them information regarding their reservation.
- Ability to setup and break down room equipment in a diverse set of rooms and spaces.
- Understand the set requirements for all the Texas Tech Student Union spaces.
- Inspect all equipment for proper functioning before setting up a room or space.
- Capability of setting up and ensuring proper functioning of LCD Projectors, Laptops, Speakers, and other A/V equipment needed by building users.
- Ability to pay attention to detail when setting a room or space.
- Ability to perform time sensitive set-ups.
- Able to work evenings, weekends, and/or special events as needed.
- Ability to work in a team setting to accomplish duties in an effective manner.
- Ability to have work with minimum supervision.
- Able to lift 50lb items.
- The ability to bend, twist, turn, and squat without difficulty.
- Appropriate protective clothing (close-toed shoes, proper-length shorts/pants, etc.)
- Ability to communicate efficiently.
- Ensure that all rooms and spaces appear clean and ready for events.
- Valid motor vehicle operator's license and insurable to operate a Texas Tech vehicle.
- Other job assignments as needed

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