

- I. **Title:** Technical Services Coordinator (TSC)
- II. **Description/Scope:** The Technical Services Coordinator is responsible for all aspects of administration, use, maintenance, repair, inventory and storage of University Union technical equipment. This includes the supervision and training of a team of technicians to setup and run the equipment and coordinating all needed technical equipment with customers in the University Union. The Technical Services Coordinator may also be called upon to provide technical advising for various aspects of the building.
- III. **Supervisor:** Coordinator of Reservations and Event Services
- IV. **Pay Rate: \$9.50/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*
- V. **Time Commitment:** The TSC should plan to work 20 hours per week during the academic year. Summer employment is preferred, though not required.
- VI. **Responsibilities:**
 - a. Develop, implement and regularly update training programs for technicians and Building Services Team to assemble and operate sound, lighting, audio/visual and projection equipment.
 - b. Coordinate and conduct team meetings for technicians with a planned agenda offering training and instruction on equipment use, scheduling event coverage and communicating event needs through information gained from event planning meetings, setup worksheets, riders/contracts, etc.
 - c. Serve as a resource for groups planning programs with technical requirements including campus staff, student organization members and community customers.
 - d. Contact performers, road managers or appropriate customers to obtain detailed information for event technical needs and support.
 - e. Work with Reservations to ensure availability of room space and equipment. Use the EMS Enterprise reservation system to add equipment and technical details to specific reservations.
 - f. Conduct inventory and regular inspection of all technical equipment, making recommendations and arrangements for maintenance and repair.
 - g. Maintain organized storage areas and location of all technical equipment.
 - h. Assist with budgeting and purchasing of new equipment each fiscal year.
 - i. Recommend changes to all aspects of University Union policies and procedures in reference to technical equipment and operational procedures.
 - j. Perform other duties as assigned by the Coordinator of Reservations and Event Services.
- VII. **Qualifications:**

The Technical Services Coordinator should have previous leadership experience as well as thorough knowledge of sound, light and projection equipment.

**All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.

Updated: 05/16

Your University Union

