

# Winthrop University

## NOTICE OF JOB VACANCY

January 25, 2022

<b>Position</b>	Set-Up Specialist Temporary, Part-Time Position		
<b>Department</b>	Facilities Management		
<b>Band/Level</b>	N/A	<b>Vacancy No.:</b>	2022070T
<b>Starting Salary</b>	\$10/hour		
<b>Minimum Training and Experience</b>			
High School diploma; three years of related experience; and a valid driver's license required. Experience setting up facilities for special events and other programs and/or moving furniture preferred.			
<b>Knowledge, Skills and Abilities</b>			
Knowledge of techniques and procedures for setting-up and arranging rooms for meetings/special events and moving furniture with care. Must be attentive to detail. Ability to lift up to 75 pounds; accept responsibility; understand written work orders; drive light-/medium-duty service vehicles; and establish and maintain effective working relationships with faculty, staff, students and co-workers. Good oral communication skills.			
<b>Major Duties</b>			
Reporting to the Assistant Director of Grounds and Custodial, the Set-Up Specialist sets up and tears down furniture and equipment for university events and non-university events scheduled through the University Public Events Office. Obtains tables, chairs, podiums from storage areas and arranges as diagrammed by event sponsor. Alters set-up as needed as directed by sponsor. Returns equipment to storage areas after events. Ensures set-up and tear down are within the specified time parameters.			

To apply, access [www.careers.sc.gov](http://www.careers.sc.gov) to submit an on-line application no later than  
November 30, 2022

*Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.*