



CENTRAL MICHIGAN UNIVERSITY

### **Vision**

We are the premier destination at Central Michigan University for healthy lifestyle options and Event Services.

*Our staff members are the source of our strength and the key to the successful fulfillment of our mission.*

**Not just a  
job ...  
it's an  
experience!**

[www.urec.cmich.edu](http://www.urec.cmich.edu)

## **Student Position Announcement Central Michigan University University Recreation, Events and Conferences**

### **Position**

UE Event Supervisor

### **Responsibilities**

*Position Overview:* To provide technical support during UREC rental programs and assist with managing student crews of up to 8 people.

*Duties include but not limited to:* Will be required to maintain accurate employee attendance records; Will frequently work with little supervision; Must have working knowledge of basic sound systems with the ability and willingness to learn all campus systems; Must have working knowledge of basic lighting systems with the ability and willingness to learn all campus systems; Must have previous working knowledge of staging equipment; Previous customer service and leadership skills; Will be responsible for maintaining safety of student crews and guest; Will be responsible for Emergency Action Procedures for each facility managing; Will be required to fill out necessary incident/accident/performance reports pertaining to any incident while working.

### **Environments**

Must be a current CMU Student: Must be able to lift at least 50 pounds; Must be able to operate a CMU vehicle; Must be able to work at heights in excess of 8 feet; Must be able to work late nights and weekends.; May be required to work in inclement weather such as extreme heat or cold.

### **Certifications Requirement**

CPR-PR, AED and Standard First Aid (American Red Cross- (preferred); Blood Borne Pathogen; and Right to Know training (Must be obtained within 30 days of start date); must be able to pass a driving background annually; Must possess a valid chauffeur's license; Must be able to pass the Universities Motorized Vehicle Exam.

### **To Apply**

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**. Applications can be found at [www.urec.cmich.edu](http://www.urec.cmich.edu) Please direct any questions to the Senior Assistant Director of Student Personnel (989) 774-3686, email [urechr@cmich.edu](mailto:urechr@cmich.edu)