Sign Design Technician
Residence Hall Facilities

Department: Residence Hall Facilities

Location: Turner Hall

Compensation: $10.30 per hour

Hours:
- **Academic Year**: Up to 20 hours per week
- **Summer**: Up to 40 hours per week
- Orientation will be held on **Monday, April 18, 2016**
  - Your orientation schedule will be communicated to you by your supervisor; orientations are mandatory

Qualifications:
- Current or previous University Housing experience is preferred.
- Experience using desktop publishing software, preferably Adobe InDesign, Photoshop, and Illustrator; Microsoft Office is preferred.
- Must be able to lift objects weighing approximately 50 lbs.
- Satisfactory results of a confidential criminal background check may be required.

Position Summary: Sign Design Technicians work independently and on a team to provide high-quality sign, banner, and wrap design, production, and installation while providing excellent customer service.

Supervisor: This position is supervised by the Assistant Director of Residence Hall Facilities—Operations.

Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: **Care** in how we approach people and our work; **Creativity** in solving problems; **Integrity** in our interactions with staff and customers; **Optimism**, focusing on opportunities and positive outcomes; **Respect** for the differences, strengths, and potential in people; **Stewardship** of human, financial and natural resources; and **Excellence** in customer satisfaction and communication.

- Produce high quality signs and name badges.
- Expedite sign design requests.
- Communicate with sign requestors and supervisor.
- Maintain accurate records of sign requests/projects.
- Maintain a stocked and well organized sign shop.
- Perform routine maintenance and trouble-shooting of sign-making equipment.
- Sign Installation: door plate/name plate and sign installations ensuring installation/finished product is level and applied well to prevent peeling. Installation responsibilities also include moving into place large outdoor sign frames, installing the signage, and removing the sign frame and signage upon completion of event/date.
- Assist with office administrative tasks.
- Assist student supervisors with the planning and implementation of training for fellow student employees.
- Be professional and helpful at all times, communicate clearly and accurately, report building maintenance issues, follow-up with customers as needed.
- Assignment of various additional sign shop duties as needed.
- Collaborate with Res Life, Marketing, and other Housing staff on content for their hall or learning community.
- Other duties as assigned.
- **Level 2 Skills Requirements:**
Minimum nine months of service in the position or 200 hours worked
Must achieve 5 of the 8 below on a consistent basis:
- Works well independently
- Seeks out additional tasks
- Exhibits time management skills and ability to prioritize
- Meets performance expectations
- Follows up and follows through
- Takes initiative, sees things that need to be addressed and addresses them
- Serves as role model to peers
- Team player

Knowledge & Skills:
- Experience and/or willingness to learn engraving and sign production software.
- Familiarity with principles of print design and marketing.
- Possess excellent communication skills and ability to communicate with a variety of people
- Attention to detail and excellent proofreading and writing/editing skills.
- Willingness to learn new things and problem-solve.
- Ability to work independently and collaboratively within deadlines.
- Leadership and organizational skills.

To Apply:
- To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (under Summer 2016) and submit your online application, including work history, resume, and references.
- Deadline to ensure priority consideration is at: 11:59PM on Wednesday, March 30, 2016

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