

Internal Title: Technical Assistant

Purpose: Provide staff and users of the Texas Swimming Center superior technical support for events and daily operations including computer, timing, audio/visual, swimming and diving equipment.

Job Responsibilities:

- Provide support for events at the Texas Swimming Center. Demonstrate **professionalism** at high profile events. Take **initiative** to anticipate issues by regular equipment checks. **Communicate** with officials, coaches and meet administration with any needs or questions. Use **problem solving** skills to resolve any issue. Respond **professionally** and with a sense of urgency to resolve those issues. Work as a **team** and provide **leadership** when needed to ensure a successful event.
- Provide technical support for daily operation of the facility. **Communicate** thoughts and ideas clearly when providing support.
- Maintain any equipment in technical services scope. Utilize excellent **problem solving**, **flexibility** and **adaptability** when resolving issues with any equipment. Take **initiative** by anticipating risk management concerns and address accordingly.
- Utilize strong **communication** skills and **tactfulness** to deliver excellent customer service when responding to questions or concerns from staff, coaches and officials as well as any questions or concerns from coworkers.
- Abide by safety standards at all times.
- Attend mandatory meetings and training sessions **Speak** publicly and express ideas in a respectful manner when attending and actively participating in staff trainings and meetings. Display a strong ability to work in a **team** structure and in an environment comprised of diverse populations.
- **Adapt** to changing policies and procedures when necessary and be able to **communicate** changes effectively to coworkers.
- Demonstrate personal accountability, **professionalism** and strong **work ethic** through punctuality, appropriate dress, preparation, ethical behavior, integrity and positivity.
- Demonstrate **leadership** by setting the standard for peer employees, completing **detail-oriented** tasks on maintenance and event checklists thoroughly and with accuracy.
- Take **initiative** by conducting thorough checks of the facility equipment in order to bring any pertinent comments, suggestions or concerns affecting the equipment and facilities to the full-time manager.
- Assist with highly **organized** and **detail-oriented** tasks, such as event, weekly, and monthly maintenance checklists.
- Leverage **digital technologies** ethically and efficiently to solve problems, complete tasks, and accomplish goals.
- Develop **technical skills** during regular daily and event operations through maintaining computers, coaching and teaching equipment and other related pool equipment.
- Enhance **career management** by developing the ability to identify and articulate skills, strengths, knowledge, and experiences.
- Demonstrate **global/intercultural fluency** by valuing, respecting and learning from diverse cultures, races, ages, genders, sexual orientations, and religions. Practice inclusivity and sensitivity, and maintain ability to interact respectfully with all people and understand individuals' differences.
- Other duties as assigned.

Competencies Developed on the Job:

- Communication Skills
- Critical Thinking/Problem Solving
- Teamwork/Collaboration
- Professionalism/Work Ethic
- Leadership
- Career Management
- Digital Technology
- Work in a fast-paced environment
- Work around noise, including construction noise
- Exposure to standard office environment
- Use of keyboard, and other computer and/or office equipment
- Exposure to outdoor work and all weather conditions (employees required to use proper protective gear and supplies)
- Exposure to swimming pools
- Lift a maximum of 50 pounds; Push/pull a maximum of 25 pounds
- Reach above shoulders, grasping, squeezing
- Standing, walking, squatting, kneeling, sitting; as well as seeing, watching and viewing
- Repetitive bending/stooping
- Climbing stairs/ladders; exposure to heights

Primary working conditions and other requirements (additional items may apply):

- Regular and punctual attendance at the workplace
- Work with other people of diverse backgrounds
- Exposure to dust
- Work around chemical fumes
- Work around large crowds

Additional information:

- Security sensitive position. All employees are required to report any arrests to their supervisor. Employees are required to self-disclose the final disposition of any criminal case in which they are involved. UT will review criminal violations to determine their impact on campus safety and security or other campus operations. UT retains the ability to take disciplinary action when employee conduct poses a threat to campus safety and security or other campus operations or contradicts the core values upon which The University is built.