

Updated April 2, 2021

TEMPORARY STAFF TITLES

Temporary Staff titles are compensated at the usual and customary fee for the UW-institution.

Archaeology Assistant (94009)

Under the direction of a crew leader, this temporary staff position conducts archaeological surveys, testing and uses excavation techniques. Duties may include manual excavation

using standard archaeological techniques; recording data on prepared forms; making field maps of excavation units; digging shovel tests; and carrying out pedestrian surveys. The Archaeology Assistant may also be asked to assist in packaging artifacts for transport; preliminary field lab artifact washing, cataloging and conservation; and equipment maintenance. The position is responsible for the correct and timely completion of personal travel voucher forms, expense summary forms and vehicle expense forms as assigned by the Crewleader.

Archaeology Crew Leader (94012)

This temporary staff position is responsible for monitoring and directing the activities of Archaeology Assistants in excavation work. The Archaeology Crewleader implements appropriate field procedures assigned by the supervising Archaeologist. During excavations, these positions are responsible for directing all or a portion of the Archaeology Assistants to ensure their work adheres to methods and techniques employed on the excavation. These positions maintain field notes and maps, and will assist in technical site mapping. The Archaeology Crewleader takes responsibility for assisting crew members in proper vehicle and equipment maintenance, and in the correct and timely completion of their personal project accounting records (travel voucher forms, etc.). Depending upon prior experience, the incumbent may conduct some limited analysis (typically a specific aspect of the site such as lithic debitage), and write corresponding portions of the overall project report.

Archaeology Lab Technician (94010)

Under close supervision, this temporary staff position is responsible for washing, cataloging, and conserving the artifacts that are collected by the field crews. The position also may be responsible for sorting artifacts for analysis; specialized archaeological sample processing; compiling tables of artifact data; composing catalog cards; data and text entry into a work processor; map drafting and artifact illustration; and equipment maintenance.

Artists Model (94130)

Pose as a pattern for art classes for paintings, sculptures or other types of art; assume required pose and remain in fixed position for stated periods of time.

Updated April 2 2021

Assistant Guide (94150)

Escort groups of visitors through historic or other buildings, gardens and grounds, or scenic spots; provide information on points of interest; and perform related work as required.

Duties could include leading a group of visitors through an establishment, usually following a specific route and time schedule; giving prepared information on features of interest; answering inquiries of visitors; collecting fees, registering visitors, or serving as receptionist.

Clerical Helper (94300)

Under close supervision positions allocated to this temporary staff title perform a limited variety of repetitive clerical tasks requiring little or no independent judgment or individual discretion. Positions are allocated to this title only when the level of independence, judgment, variety and repetitive nature of the tasks involved are not best described in another title.

Crafts Worker (94320)

This is objective skill crafts work. Under the supervision of higher-level maintenance personnel, employees in this temporary staff title perform crafts work at the objective level of skill on a temporary basis.

Examples of work performed:

- Bricklayer work. Performs objective level bricklayer work.
- Carpenter work. Performs objective level carpenter work.
- Electrician work. Performs objective level electrician work.
- Glazier work. Performs objective level glazier work.
- Lather work. Performs objective level lather work.
- Mason work. Performs objective level mason work.
- Painter work. Performs objective level painter work.
- Plasterer work. Performs objective level plasterer work.
- Plumber work. Performs objective level plumber work.
- Sheetmetal Worker work. Performs objective level sheetmetal worker work.
- Steamfitter work. Performs objective level steamfitter work.
- Terrazzo Tile Setter work. Performs objective level terrazzo tile setter work.

Qualifications include a high school graduation and completion of an apprenticeship approved by the Department of Industry, Labor and Human Relations in the appropriate craft, or ability to show proof of having been recognized as a journeyman by the appropriate international or local trade organization.

Crowd Control Officer (94330)

Perform crowd control and security functions at athletic and other leisure/recreational events to ensure the safety of patrons. Interact with external and internal organizations, contracted security, and patrons. Coordinate and direct security and support groups that may include police, fire department and paramedics. May dispatch personnel, distribute keys, two-way radios and cellular phones, authorize entry and access of staff and other personnel into arena and coordinate facility communication systems.

IS Professional Consultant – Temporary Staff (94000)

This is professional IS work of a consultative or highly technical nature. Positions in this temporary staff title perform a variety of professional activities in IS data services, technical services, network services, systems services, or comprehensive services. The work performed is typically of short duration and is focused on a specific project or event which requires the services of an individual with highly specialized knowledge or unique skills which are not readily available among current professional IS staff or among other IS professionals in the general labor market available for temporary employment.

Lifeguard (94560)

This temporary staff position is responsible for protecting human life, maintaining order, and enforcing swimming area rules and regulations. Work is performed with considerable independence. Supervision received is through occasional instructions and review of reports submitted. Patrols bathing area to maintain order and protect swimmers from accidents or drowning; rescues swimmers in distress; administers artificial respiration by an approved method of resuscitation and gives other first aid when necessary; enforces swimming area rules and regulations; acts as lookout in the watch tower for distress signals; inspects and reports repairs needed to buoys, floats, ropes, or other equipment installed as safety measures; maintains equipment as necessary. Maintains general cleanliness of beaches or pools. Keeps records and makes reports. Performs related work as required.

Professional Consultant (94680)

Under general direction provides professional or technical consultation or services in a field of specialization or expertise. The work performed is typically of short duration and is focused on a specific project or event which requires the services of an individual with specialized knowledges or unique skills which are not readily available among current staff.

Examples of work performed:

- Give staff instruction and carry on programs of study and education.
- Consult with administrators in a specialized occupational field.
- Prepare summaries of findings for lecture or publication purposes.
- Prepare material and conduct clinics or lectures as a part of an educational program.
- Visit department installations to review procedure and to make recommendations in the field of specialization.
- Provide interpretative services for the visually or hearing impaired.
- Provide interpretative services in a foreign language.
- Keep records and make reports.
- Serve as an expert witness.

Updated April 2 2021

Recreation Assistant (39300)

This position is responsible for creating, instructing, and monitoring safe and effective workouts and/or recreation programming for students, faculty and staff.

Examples of work performed:

- Create and facilitate student staff trainings.
- Create programs to help train in new Group Exercise Instructors.
- Evaluate student instructors as delegated by the Fitness Coordinator or Recreation Supervisor.
- Create and maintain the Group Exercise schedule.
- Support recreation programs and activities.

Special Activities Helper (94820)

Perform special, limited duties in connection with athletic, gymnastic or other leisure/recreational events. May also assist with museum exhibitions, theatrical and musical productions, lectures, etc., as assigned. May perform limited record keeping activities in conjunction with other duties. Assist with ticket sales and/or ushering at games or other special events. Open and close buildings before and after activities. Patrol the area of activity. Assist in setting up and taking down exhibitions, chairs, and other equipment used in an event. Set up audio visual equipment to assist with special events/reservations.

Stage Hand (94850)

Prepare and set up stage scenery, properties and lighting equipment; and perform related work as required. Build, cover, arrange, set up and take down stage settings; assist in planning and designing apparatus or furnishings; supervise labor crew in setting up stage equipment and changing scenery between scenes and acts; keep the stage clean and properly cleared; perform carpenter work; make minor mechanical and electrical repairs; keep inventory of regular equipment and properties; keep records and make reports.

APPROVED BY:

Stacey Rolston

Stacey Rolston

Executive Director, UW-Shared Services
University of Wisconsin System