



Job Description

College Assistantship: Digital Community Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Director of Advancement.

Responsibilities:

Under the direction of the Director of Advancement, you will perform the following duties:

1. Assist in maintaining active social media channels on weekly basis.
2. Assist in the planning and delivery of recording and live streaming content for our digital community. This includes Academic Lectures (e.g., Simpson, Hayward) and other various College events.
 - a. Set up equipment for various lecture series and social events.
 - b. Ensure that adequate provision is made for the audio-visual recording of all sessions during the Hayward and Simpson weeks (lectures and workshops), in accordance with the instructions of the supervisor.
 - c. Reproduce lectures as needed.

You will be required to record your time on a weekly time sheet, which will need to be submitted at the end of each term to the Director of Advancement.

Schedule: Your responsibilities begin the first day of term and conclude on the last day of exams except for stated holidays.

The College is closed on the following statutory dates except for intensive-week classes as scheduled:

- Thanksgiving Day (October 8, 2018)
- Remembrance Day (observed November 12, 2018)
- New Year's Day (January 1, 2019)
- Nova Scotia Heritage Day (February 18, 2019)

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 4, 2018, to December 14, 2018) and winter semester (January 7, 2019, to April 12, 2019).

Your schedule includes the intensive-week classes and exam weeks throughout the academic year:

- Orientation Week (September 4-7, 2018)
- Fall Intensive Week (November 12-16, 2018)
- Fall Exam Week (December 10-14, 2018)
- Winter Intensive Week (February 18-22, 2019)
- Winter Exam Week (April 8-12, 2019)

You may also be asked to work Orientation Week (September 4-7, 2018) and Commissioning and Convocation (May 10 & 12, 2019).

The work commitment for this position will require some flexibility by the student as the work will be assigned based on the needs of the Director of Advancement.

If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately. This replacement person must be chosen from the list of approved students who are currently receiving or have previously received an audio/visual or communications college assistantship bursary.

Remuneration: A College Assistantship is granted for the academic year and is paid in the amount of **\$1,650**.

Keys: You are required to return keys, if applicable, to the Assistant Building Manager at the end of the winter term.

Key #	
Received Date	
Returned Date	

Student: _____

Assistant Building Manager: _____

I understand and agree to fulfill the responsibilities of this position.

Date: _____

Student: _____

Supervisor: _____