



Job Description

College Assistantship: Audio-Visual (AV) Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Director of Technology

Responsibilities:

Under the direction of the Director of Technology, the student performs the following duties:

Routine Duties

1. Student must be available during designated office hours in order to provide equipment and materials for students and faculty. Availability times to be approved by the Director of Technology.
2. The Receptionist in the Main Office looks after the signing in and out of projectors, cameras, microphones, etc. The AV Assistant is to liaise with the Receptionist to facilitate this on behalf of Faculty and other users such as the Interservice Acadia University group.
3. Set up and dismantle equipment for classroom use where indicated.
4. Make equipment available for classroom use when necessary.
5. Provide training sessions upon request, demonstrating the use of classroom equipment to Faculty and / or Teaching Assistants.
6. Provide in-class support for virtual seats as directed by the Director of Technology, in consultation with the Director of Distance Education.
7. Catalogue new materials and store on appropriate shelf.
8. Abide by all audio/visual policies and procedures including policies related to equipment use, equipment purchases, use of materials and purchase of materials. (Copies of policies will be given to assistants in September.)

Occasional Duties

1. Check equipment when it is returned and arrange for repairs, after consultation with the supervisor, when necessary.
2. Check the inventory of equipment with supervisor at the commencement of school in the fall and again at the close of the school year.

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 Technology.

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 holidays except for intensive-week classes as scheduled:

- Thanksgiving Day
- Remembrance Day
- New Year's Day
- Nova Scotia Heritage Day
- Good Friday

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 3, 2019, to December 12, 2019) and winter semester (January 6, 2020, to April 19, 2020).

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

- Fall Reading Week, ADC intensives (October 28-November 1, 2019)
- Fall Exam Week (December 10-12, 2019)
- Winter Reading Week, ADC intensives (February 17-21, 2020)
- Winter Exam Week (April 7-9, 2020)

You may also be asked to work Orientation Week (September 3-6, 2019) and Commissioning and Convocation (May 8 & 10, 2020).

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 Technology.

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 have previously received the audio/visual 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: _____

Building Manager: _____

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

Date: _____

Student: _____

Supervisor: _____