



College Assistantship: Audio-Visual (AV) Assistant

Number of Students Needed: 3

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. Provide in-class technical support for students and faculty including the operation and troubleshooting of zoom software and other classroom technology.
3. Be available during designated class hours to assist with the operation of technology.
4. Assist in the creation (video recording / editing) and distribution (Vimeo and ACORN) of digital teaching materials for faculty and adjunct lecturers.
5. Set up and dismantle equipment as needed.
6. Provide training sessions and technical support upon request, demonstrating the use of classroom equipment or zoom software for Faculty, Teaching Assistants, or students.
7. Assist with the creation of training and information materials.
8. Check the inventory of equipment with supervisor at the commencement of school in the fall and again at the close of the school year.
9. Set up and dismantle equipment for classrooms or live events where indicated.

Occasional Duties

Assist with the production, recording and editing of various live events including ADC's academic lectures series and weekly chapel services.

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.

Location: This position offers a mixture of on-site and remote work opportunity at the direction of the Director of Technology.

Schedule: Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester and winter semester.

Your responsibilities begin the first day of term and conclude on the last day of exams. Your schedule may include the reading weeks, intensive classes, and exam weeks throughout the academic year. You may also be asked to work New Student Orientation Week and Commissioning and Convocation.

For a list of specific calendar dates, visit <https://acadiadiv.ca/academic-calendar/>

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 **\$1,875**.

Keys: You are required to return keys, if applicable, to the 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: _____