



College Assistantship: Technology Assistant

Number of Students Needed: 2

Supervisor: You are accountable to the Director of Technology.

Opportunity:

Working with the Director of Technology you will gain valuable knowledge and experience in live streaming. You will develop the technical skills for producing high-quality streams in ministry-related contexts. With the team, you will experiment with new approaches and technologies to facilitate learning, community, and worship more effectively in a hybrid setting.

Responsibilities:

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

Routine Duties

1. Assist with live streaming and recording various college events including academic lectures, community events, and weekly chapel
2. Provide technical support for students and faculty as requested

Occasional Duties

1. Perform an inventory of current hardware and assist with the sale of surplus equipment
2. Perform software updates to classroom technology.

You will be required to record your time on a weekly timesheet, 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 each term and conclude on the last day of classes.

Fall Term:	Between September 12, 2022, and December 8, 2022, inclusive
Winter Term:	Between January 9, 2023, and April 6, 2023, inclusive

Your schedule may include the two reading weeks.

Fall Reading Week Between October 31, 2022, and November 4, 2022, inclusive
Winter Reading Week Between February 21, 2023, and February 24, 2023, inclusive

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 **\$1,000** for the fall term and **\$1,000** for the winter term.

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: _____