ACADIA
DIVINITY COLLEGE

College Assistantship: Technology Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Director of Technology for Education.

Opportunity: Working with your supervisor, you will gain valuable knowledge and experience in live streaming and emerging educational technologies. You will develop the technical skills required to produce high-quality streams in ministry-related contexts. You will experiment with new approaches and technologies to facilitate learning, community, and worship more effectively in a hybrid setting.

Key Responsibilities:

Under the direction of your supervisor, you will perform 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
3. Assist with developing and maintaining AI tools for faculty and staff through the College's AI Studio

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

Reporting:

You are required to record your time on a weekly timesheet and submit it to your supervisor.

Location:

This position offers a mixture of on-site and remote work as directed by your supervisor.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**. As this role is project-based, the number of hours may vary from week to week, with additional hours required around certain events or projects.

The position requires some flexibility, as work will be assigned according to the needs of the Technology for Education Office.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,400, inclusive of vacation pay**.

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

Date: _____

Student: _____

Supervisor: _____