

Version: 31/01/20

## SCHOLARSHIP POSITION DESCRIPTION

### POSITION: MEDIAZONE LAB ASSISTANT

#### STRUCTURE CHARACTERISTICS:

Directly Under: Head - Managed by: Broadcast & IT Technician | Secretary /Administrative Assistant  
Supervised by the Head

#### RESPONSIBILITIES & DUTIES:

1. Assisting in the regular day to day functioning of Mediazone facilities.
2. Must uphold and enforce all Mediazone policies, procedures, rules & regulations.
3. Conducts initial orientation sessions for class groups, general facility orientation and explanation of – Mediazone Rules & Regulations.
4. Solves user related or technical issues - regarding basic software / hardware / operations for all facilities.
5. Provides technical guidance / support & assistance to users upon request. Identifies serious maintenance issues & faults and conveys them to technician during lab open hours.
6. Conducts maintenance checks with the Broadcast & IT Technician.
7. Conducts inventory checks with the Broadcast & IT Technician as with Senior Assistant as requested.
8. Attends the training sessions at the beginning of each semester. Assists in training new Lab Assistants.
9. Attends the regular meetings held by Mediazone as well as with the Senior Assistant as requested.
10. Keeps the facilities and the equipment tidy and clean. Cleaning and organizing all spaces & equipment
11. Prepares the facilities and equipment for classes as per request by instructors.
12. Checks out and checks in equipment. Ensures that ALL equipment leaves and enters the premises in the exact same condition. Takes responsibility for lost equipment during their shift. (Monetary penalties may apply).
13. Ensures that the reserved lab time and equipment requested by students, is correct, student ID is always checked, and that all students are treated equally.
14. Fills out Late / Logs / No Show penalty forms, Damage reports.
15. Assists in any kind of office work relevant to Mediazone, assigned to them by the Head, Broadcast & IT Technician or the Secretary – Administrative Assistant.
16. Video recording events organized by the University for the University during their shifts (or requested to assist in hours outside of their shift hours & days); lectures, events, and classes or other such projects upon request. Dependent of schedule, but must show regular participation, meeting assigned deadlines.
18. Taking part in different events organized by Mediazone or via the University, including for nonprofit.
19. Writing for the Mediazone blog, submitting material in a variety of formats, written or audio visual based, as requested.
19. Other duties as required.

\*Please note that all lab assistants are required to volunteer part of their shift as well as some hours related to special projects. Remuneration for special projects is strictly potential, and under the discretion of the Head of the Department.

#### QUALIFICATIONS:

- Have a media or a communications relevant major.
- Have attended at least one of the basic level practical courses: Video Production or Audio Production.
- Have CPA of 2.5 or above.
- Have a good knowledge of Greek and English
- Have basic computer skills.

#### CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

- Currently the Scholarship amount for an assistant is based on 4.00 Euro per hour.
  - Currently the Scholarship amount for a Senior lab Assistant is based on 5.00 Euro per Hour.
- This position comes with extra duties & responsibilities & the individual is chosen every Semester based on past performance, at the discretion of the Head of the Department.

#### **IMPORTANT**

Lab Assistants are **NOT** responsible for teaching students how to use software or hardware.

Faculty members are responsible for teaching students the proper care and operational procedures of all video / audio equipment as well as how to use video and audio editing software as part of their courses.

The Lab Assistant may assist a student who has questions and guide them towards available information, but under any circumstances **CANNOT** "conduct a lesson" on any topic or "do it for them".

The student must have base knowledge of the equipment / software / hardware they are using. Students are responsible for referring to the Mediazone website for all procedural & operational facility / equipment information.