SCHOLARSHIP POSITION DESCRIPTION
POSITION: MEDIAZONE PRODUCTION & PERSONAL ASSISTANT

STRUCTURE CHARACTERISTICS:

Supervised by: Administrative Assistant

The Mediazone Production & Personal Assistant provides essential support to the Mediazone department by handling a combination of organizational, logistical, and personal assistance tasks. This role involves assisting with the coordination of projects and events, managing schedules, and performing administrative duties. The position is ideal for a student seeking experience in media environments while developing strong organizational and communication skills.

RESPONSIBILITIES & DUTIES:

1. **Production Support:**
   - Act as a social media manager – with the responsibility of gathering and posting material and creating – text based content.
   - Assist in the coordination and planning of audiovisual projects, including scheduling shoots, managing timelines, and securing necessary permissions.
   - Help organize production-related paperwork, such as call sheets, release forms, and schedules. Use a project management online system.
   - Ensure smooth communication between staff, students, and external clients during projects.
   - Assist with event planning and organizing department activities, outings and training sessions. Maintain a professional demeanor, setting a positive example for others, and ensuring that language and behavior align with the high standards of Mediazone.
2. **Administrative Support:**
   - Manage staff calendars, arrange meetings, and track project deadlines.
   - Serve as the point of contact for department communications, handling emails and phone calls.
   - Coordinate with students and faculty regarding needs and timelines.
   - Maintain accurate records, files, and office supplies for the department.
   - Assist with organizing department-related events and conferences.

QUALIFICATIONS:

- **Skills:**
  - Strong organizational and multitasking skills.
  - Proficiency with common office software (Word, Excel, Google Workspace).
  - Excellent communication skills, both verbal and written.
  - Ability to manage multiple tasks and prioritize effectively.
  - Attention to detail and proactive problem solving.
- **Languages:**
  - Proficiency in English. Knowledge of Greek is an advantage.
- **Other:**
  - Previous experience in administrative or personal assistant roles is a plus.
  - Interest in media and communications is an advantage.

CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

Currently the Scholarship amount for a Production & Personal Assistant is based on 4.00 Euro per hour.