

## SCHOLARSHIP POSITION DESCRIPTION

### POSITION: MEDIAZONE STUDIO ASSISTANT

#### STRUCTURE CHARACTERISTICS:

Directly Under: Head of Mediazone

Managed by: Facilities & Operations Coordinator | Production Support, Audio-Visual Support Technician.

Supervised by the Head of Mediazone

The Studio Assistant role at Mediazone, University of Nicosia, offers students hands-on experience working in a dynamic media environment where they can apply their theoretical knowledge in practical settings. By assisting with day-to-day operations, managing equipment, and providing technical support, students gain insight into the inner workings of media production, studio management, and the technical aspects of video and audio production. Studio Assistants have the opportunity to assist with recording and video production for university events and projects, gaining valuable production experience and contributing to real-world media projects. This role provides students with the practical skills needed to thrive in the media industry while enhancing their understanding of the production process from start to finish.

#### RESPONSIBILITIES & DUTIES:

1. **Day-to-day Operations:** Assist in managing Mediazone facilities and enforce policies.
2. **Equipment Management:** Ensure facilities and equipment are ready for use as per instructors' requests, manage checkouts/check-ins, and ensure items are returned in the same condition. Responsible for lost equipment (monetary penalties may apply).
3. **Student Equipment Management:** Verify facility reservations and equipment requests, check student IDs, and ensure fair treatment for all students.
4. **Facility Maintenance:** Ensure equipment and facilities are tidy and prepared for use.
5. **Event Support:** Record and assist with video production for university events and projects, as needed.
6. **Maintenance and Inventory:** Perform routine checks and assist in inventory tracking
7. **Technical Support:** Provide troubleshooting for users, identify technical issues, and inform technician of any major problems.
8. **Orientation and Training:** Conduct orientations for class groups and help train new Studio Assistants.
9. **Blog and Media Contributions:** Participate in Mediazone events and contribute content to the Mediazone blog.
10. **Administrative Support:** Assist with office tasks assigned by the Head or other Mediazone staff.
11. **Training Sessions (Mandatory):** Attend required training sessions at the beginning of each semester.
12. **Meetings:** Attend regular Mediazone meetings and meet with the Senior Studio Assistant when requested.
13. **Forms and Reports:** Complete penalty forms, damage reports, and any other requested reports.
14. **Professionalism:** Maintain a professional demeanor and uphold high standards of behavior.
15. **Other Duties:** Complete additional tasks as required.

#### ADDITIONAL NOTE:

**Volunteer Hours:** Studio Assistants are required to volunteer part of their shift and additional hours for special projects. Remuneration for special projects is potential and at the discretion of the Head of the Department.

#### QUALIFICATIONS:

Must be enrolled in a media or communications-related major.

Must have completed at least one basic-level practical course in Video Production or Audio Production.

Must have a Cumulative GPA (CPA) of 2.7 or higher.

Must have good knowledge of English and Greek (preferably).

Must possess basic computer skills.

#### CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

**Scholarship Rate:** The scholarship for a Studio Assistant is €4.00 per hour.

**Account Balance Responsibility:** It is self-explanatory that if your University account balance is plus upon graduation, you will not be receiving any money from the University and it is your responsibility to monitor and manage your account balance.

#### IMPORTANT

Studio Assistant is **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. Studio 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 that are using. Students are responsible for referring to the Mediazone website for all procedural & operational facility / equipment information.