

SCHOLARSHIP POSITION DESCRIPTION

POSITION: MEDIAZONE STUDIO ASSISTANT

STRUCTURE CHARACTERISTICS

Reports to: Head of Mediazone

Works closely with: Facilities & Operations Coordinator and Production Support / Audio-Visual Support Technician

The **Studio Assistant** role at Mediazone, University of Nicosia, provides students with hands-on experience in a professional media environment where they can apply their theoretical knowledge in practical settings. Studio Assistants support the day-to-day operation of Mediazone facilities, equipment, and services while providing practical assistance to students, faculty, and Mediazone staff. They also have the opportunity to participate in audiovisual production, University events, and Mediazone projects, gaining practical experience in studio operations, equipment management, production, and technical support. The role provides students with practical experience and an opportunity to develop professional, technical, organizational, and communication skills within a media production environment.

RESPONSIBILITIES & DUTIES

Daily Operations

- Assist with the daily operation of Mediazone facilities and follow and uphold Mediazone policies, procedures, rules, and regulations.
- Ensure facilities and equipment are prepared and ready for use as requested by instructors and authorized users.

Equipment Management

- Manage equipment check-in and check-out procedures and ensure that equipment is returned in the same condition in which it was issued.
- Check equipment and report any missing, damaged, or malfunctioning items.
- Complete relevant damage, penalty, or equipment-related forms when required.
- Report serious equipment issues to the appropriate Mediazone technician.

Student & Facility Support

- Verify facility reservations and equipment requests.
- Check student identification and ensure that facilities and equipment are made available fairly and in accordance with Mediazone procedures.
- Provide basic operational assistance to students and faculty and direct users to the appropriate Mediazone procedures and resources.

Facility Maintenance & Inventory

- Ensure studios, facilities, and equipment are clean, organized, and ready for use.
- Assist with routine equipment checks and inventory procedures.
- Support the maintenance of accurate equipment and facility records.

Technical Support

- Provide basic troubleshooting assistance to users.
- Identify technical issues and report significant or recurring problems to the relevant technician or Mediazone staff member.

Events & Production Support

- Assist with audiovisual production and recording for University and Mediazone events and projects as required.
- Participate in Mediazone activities and contribute audiovisual or other relevant content when requested.

Orientation & Team Support

- Assist with basic orientations for class groups regarding Mediazone facilities, procedures, and available resources.
- Support the onboarding and development of new Studio Assistants under the direction of the Senior Studio Assistant and Mediazone staff.

Administrative Support

- Assist with administrative and office-related tasks assigned by the Head of Mediazone or other authorized Mediazone staff.
- Complete required forms, reports, timesheets, and other departmental documentation.

Training & Meetings

- Attend mandatory Mediazone training sessions at the beginning of each semester and any other required training sessions.
- Attend regular Mediazone meetings and meetings with the Senior Studio Assistant or Mediazone staff when requested.

Professionalism

- Maintain a professional and respectful attitude when interacting with students, faculty, staff and external collaborators.
- Contribute positively to the Mediazone working environment and uphold the professional standards of the department.

Other Duties

- Perform other Mediazone-related duties as required and assigned.

QUALIFICATIONS

- Must be enrolled in a Media or Communications or related program.
- Must have successfully 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.
- Proficiency in English.
- Knowledge of Greek is an advantage.
- Basic computer skills.

CONTRIBUTION TOWARDS STUDENT ACCOUNTS

Scholarship Rate: The scholarship contribution for a Studio Assistant is currently calculated at €4.00 per hour.

Volunteer Hours: Studio Assistants are required to contribute a portion of their assigned shift on a voluntary basis, as well as additional hours for special projects where required. Remuneration for special projects is potential and at the discretion of the Head of the Department.

Students are responsible for monitoring and managing their University account balance. Any positive balance remaining upon graduation will not be paid to the student by the University.

IMPORTANT

Studio Assistants are not responsible for teaching students how to use software, hardware, or audiovisual equipment. Faculty members are responsible for teaching students the appropriate use, care, and operational procedures of video and audio equipment, as well as video and audio editing software, as part of their courses.

Studio Assistants may assist students with basic questions, provide general guidance, and direct them to the appropriate Mediazone information and resources. However, they must not conduct lessons, provide formal instruction, or complete work on behalf of a student.

Students are expected to have the required basic knowledge of the equipment, software, or hardware they are using. Students are responsible for referring to the Mediazone website and available Mediazone resources for all procedural, operational, facility and equipment information.