

SCHOLARSHIP POSITION DESCRIPTION

POSITION: MEDIAZONE STUDIO ASSISTANT

STRUCTURE CHARACTERISTICS:

Directly Under: Head of Mediazone

Managed by: Broadcast & IT Technician, Technical Facilities Support Coordinator, 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 facilities open hours.
6. Conducts maintenance checks with the Broadcast & IT Technician.
7. Conducts inventory checks with the Broadcast & IT Technician and with the Senior Studio Assistant as requested.
8. Attends the training sessions at the beginning of each semester that are **mandatory** (September 5th – 30th & January 15th – 31st).
9. Assists in training new Studio Assistants.
10. Attends the regular meetings held by Mediazone as well as with the Senior Studio Assistant as requested.
11. Keeps the facilities and the equipment tidy and clean. Cleaning and organizing all spaces & equipment
12. Prepares the facilities and equipment for classes as per request by instructors.
13. 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).
14. Ensures that the reserved studio time and equipment requested by students, is correct, student ID is always checked, and that all students are treated equally.
15. Fills out No Show penalty forms, Damage reports.
16. Assists in any kind of office work relevant to Mediazone, assigned to them by the Head, Broadcast & IT Technician, Technical Facilities Support Coordinator, or Administrative Assistant.
17. 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 nonprofit events. **Graduation Season** - June 15th - July 10th, participation is **mandatory**.
19. Writing for the Mediazone blog, submitting material in a variety of formats, written or audio visual based, as requested.
20. Other duties as required.

Please note that all Studio 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 2.7 or above.
- Have a good knowledge of Greek and English.
- Have basic computer skills.

CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

- Currently the Scholarship amount for a Studio Assistant is based on 4.00 Euro per hour.
- Currently the Scholarship amount for a Senior Studio Assistant and Masters student 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.

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 exclusively your responsibility to monitor your University account and balances.

IMPORTANT

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