



UNIVERSITY OF NICOSIA
ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ

ERASMUS PLACEMENT OFFER

EMPLOYER INFORMATION	
Name of the Organization	UNIVERSITY OF NICOSIA
Address	46 Makedonitissas Ave.
Postal Code	2414
City	Nicosia, Cyprus
P.O Box	24005 , 1700 Nicosia
Telephone	+35722841500
Fax	+35722357481
Website	http://www.unic.ac.cy/
UNic at a Glance	The University of Nicosia is an independent, co-educational, equal opportunity tertiary education institution, combining the best elements in western education, quality standards and an international philosophy.

CONTACT DETAILS	
Contact Person	
Department/Function	Mediazone
Direct Telephone Number	+35722841591/592
Direct Email Address	Info.mediazone@unic.ac.cy

PLACEMENT INFORMATION	
Department/Function	Mediazone / Academic Lab Assistant
Description of Activities	<ol style="list-style-type: none"> 1. Assisting in the regular day to day functioning of Mediazone facilities. 2. Must uphold and enforce all Mediazone policies, rules & regulations. 3. Conducts initial orientation sessions for class groups. Introduces equipment for a class – introducing primary functions / general facility orientation and explanation of Handbooks – Mediazone Rules & Regulations. 4. Solves user related or technical issues - regarding basic software / hardware / operations. 5. Provides technical guidance / support & assistance to users upon request. Identifies serious maintenance issues and conveys them to technician. 6. Conducts maintenance checks with the Broadcast & IT Technician. Setting up the studio etc for such checks. 7. Conducts inventory checks with the Broadcast & IT Technician. 8. Attends the training sessions at the beginning of each semester. Helps to train new Lab Assistants. 9. Attends the regular meetings held by Mediazone – Academic. 10. Keeps the facilities and the equipment tidy and clean. Cleaning and organizing specific equipment as requested. 11. Prepares the facilities and equipment for classes as per request by instructors. 12. Checks out and checks in equipment. 13. Ensures that the reserved lab time and equipment requested by students, in terms of forms are all filled in properly & signed. 14. Fills out Late penalty forms, Damage reports and Fault reports. 15. Assists in any kind of office work relevant to Mediazone – Academic, assigned to them by the Head, Broadcast & IT Technician or the Secretary – Administrative Assistant. 16. Videotaping events organized by the University for the University during their shifts (or may option to assist in hours outside of their shift hours & days); lectures, events, and classes or other such projects upon request. 17. Capturing & transfer – (Avid or other) Burning DVDs - of all academic & University – video related material – for instructors & otherwise. 18. Taking part in different projects and productions held by Mediazone – Commercial at extra pay. 19. Taking part in different events and competitions organized by Mediazone – Academic as extracurricular activity. 20. Maintain a set of volunteer hours and activities as per their schedule for Mediazone tasks. 21. Other Media zone – Academic duties as required.

Skills and Personal Qualities	<ul style="list-style-type: none"> -creative flair -a strong visual sense -originality -strong computer skills -confidence, to present and explain ideas -the ability to balance work on several projects at a time -flexibility -very good organizational skills 	<ul style="list-style-type: none"> -friendly -courteous -ability to work as a team member and alone -detail oriented -eager to learn
Duration	1 Academic Semester	
Working Hours	At least 10 Hours per week	
Help with finding Accommodation	YES (through the University's Student Affairs services)	

REQUIREMENTS		
Excellent English language skills	Candidate must be able to communicate in English fluently (read/write). (Provide us with relevant document if any)	
Availability / Training	Candidate should be available for 5 days in the last 10 days of September or very early in the first few days of October for mandatory training	
Experience	Candidate should have some experience with : -Mac & Pc based computers - workstations -Final cut 7 -Final cut - Compressor -Adobe Cs6 collection - Mainly Premiere	<ul style="list-style-type: none"> -Wavelab Audio Editor -Tv studio Control room HD -Sony Pd-170 sd cameras -Sony Ex3 HD cameras -Student lending Video production equipment & accessories - see here list of items: http://mz.unic.ac.cy/lending.php
Audio/Visual Communications /Media Studies student or Graduate	Bachelor or Graduate Student (Provide us with relevant documents)	
Require Documents	<ul style="list-style-type: none"> -CV -Motivational Letter 	<ul style="list-style-type: none"> - Copy of your English Language Document -Copy of your Bachelor or any other Diploma
<p>Please send your relevant documents to this email: info.mediazone@unic.ac.cy Deadline: 5 of September 2014</p>		