



**UNIVERSITY OF NICOSIA**  
**ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ**

## ERASMUS PLACEMENT OFFER

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EMPLOYER INFORMATION	
Name of the Organization	<b>UNIVERSITY OF NICOSIA</b>
Address	46 Makedonitissas Ave.
Postal Code	2414
City	Nicosia, Cyprus
P.O Box	24005 , 1700 Nicosia
Telephone	+35722841500
Fax	+35722357481
Website	<a href="http://www.unic.ac.cy/">http://www.unic.ac.cy/</a>
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	
<b>Department/Function</b>	Mediazone / Academic Lab Assistant
<b>Description of Activities</b>	<ol style="list-style-type: none"> <li>1. Assisting in the regular day to day functioning of Mediazone facilities.</li> <li>2. Must uphold and enforce all Mediazone policies, rules &amp; regulations.</li> <li>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 &amp; Regulations.</li> <li>4. Solves user related or technical issues - regarding basic software / hardware / operations.</li> <li>5. Provides <b>technical guidance / support &amp; assistance</b> to users upon request. Identifies serious maintenance issues and conveys them to technician.</li> <li>6. Conducts maintenance checks with the Broadcast &amp; IT Technician. Setting up the studio etc for such checks.</li> <li>7. Conducts inventory checks with the Broadcast &amp; IT Technician.</li> <li>8. Attends the training sessions at the beginning of each semester. Helps to train new Lab Assistants.</li> <li>9. Attends the regular meetings held by Mediazone – Academic.</li> <li>10. Keeps the facilities and the equipment tidy and clean. Cleaning and organizing specific equipment as requested.</li> <li>11. Prepares the facilities and equipment for classes as per request by instructors.</li> <li>12. Checks out and checks in equipment.</li> <li>13. Ensures that the reserved lab time and equipment requested by students, in terms of forms are all filled in properly &amp; signed.</li> <li>14. Fills out <b>Late penalty forms, Damage reports and Fault reports.</b></li> <li>15. Assists in any kind of office work relevant to Mediazone – Academic, assigned to them by the Head, Broadcast &amp; IT Technician or the Secretary – Administrative Assistant.</li> <li>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 &amp; days); lectures, events, and classes or other such projects upon request.</li> <li>17. Capturing &amp; transfer – (Avid or other) Burning DVDs - of all academic &amp; University – video related material – for instructors &amp; otherwise.</li> <li>18. Taking part in different projects and productions held by Mediazone – Commercial at extra pay.</li> <li>19. Taking part in different events and competitions organized by Mediazone – Academic as extracurricular activity.</li> <li>20. Maintain a set of volunteer hours and activities as per their schedule for Mediazone tasks.</li> <li>21. Other Media zone – Academic duties as required.</li> </ol>

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

<b>REQUIREMENTS</b>		
<b>Excellent English language skills</b>	Candidate must be able to communicate in English fluently (read/write). ( Provide us with relevant document if any)	
<b>Availability / Training</b>	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	
<b>Experience</b>	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"> <li>-Wavelab Audio Editor</li> <li>-Tv studio Control room HD</li> <li>-Sony Pd-170 sd cameras</li> <li>-Sony Ex3 HD cameras</li> <li>-Student lending Video production equipment &amp; accessories - see here list of items: <a href="http://mz.unic.ac.cy/lending.php">http://mz.unic.ac.cy/lending.php</a></li> </ul>
<b>Audio/Visual Communications /Media Studies student or Graduate</b>	Bachelor or Graduate Student ( Provide us with relevant documents)	
<b>Require Documents</b>	<ul style="list-style-type: none"> <li>-CV</li> <li>-Motivational Letter</li> </ul>	<ul style="list-style-type: none"> <li>- Copy of your English Language Document</li> <li>-Copy of your Bachelor or any other Diploma</li> </ul>
<p><b>Please send your relevant documents to this email: <a href="mailto:info.mediazone@unic.ac.cy">info.mediazone@unic.ac.cy</a></b>  <b>Deadline: 5 of September 2014</b></p>		