

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Fine Arts – Glass Program

Classification/Name of Position: AVTechnical Assistant

Student's Supervisor: Ruth King

Office/Location: Emerick Art Building

Email Address: Ruth.King@umwestern.edu

Phone #: 406-683-7344 (available after August 1st)

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Maximum 20 hours in a two-week period

Preferred:

- First Aid training
- Have experience and proficiency with Moodle in order to post course videos
- Have audio/video experience
- Be able to set up a Facebook page for the Glass Program and post video to it

Pay Range: \$8.05 - \$9.95/hr (commensurate with experience)

Purpose/Role of the position:

This position exists for the Technical Assistant to record class demonstrations and post them to Moodle, and potentially to a Facebook Glass Program page, as an additional student resource for enrolled students. The Technical Assistant will also help set up in-class audio and video equipment to stream live, in-class footage of studio demonstrations onto the class projector. The technical assistant must be versed in uploading to Moodle, recording video and setting up audio equipment.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

1. Help create visual recordings of complex glass working demonstrations as reference material for student access and review outside of class
2. Set up in-class audio and video equipment
3. Post video reference material to Moodle
4. Potentially set up and post to a Glass Program Facebook page
5. Other initiatives as needed that support the creation and dissemination of video reference material

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.