

- Position Description:** Technology and Media Assistant
- Position Status:** Part-Time
- Employee Classification:** Non-exempt
- Regular Work Hours:** M-Th: Between 8a-5p, but with flex schedule options that may include some evenings during the semester and weekends, not to exceed 20 hour without approval
- Accountable to:** Director of Instructional Technology
- Department:** Information Technology
- Position Overview:** The Technology and Media Assistant aids the faculty, staff, and students in the use of NTS's instructional delivery systems with a concentration in online support and videoconferencing, media systems, end user support, and assisting the Director of Instructional Technology.
- Overview of Responsibilities:**
- Provide support to faculty, staff, students, and patrons for NTS's:
 - Learning Management Software (Currently Moodle)
 - Videoconferencing support (Currently Zoom)
 - Classroom technology
 - Other systems, as necessary
 - Provide media/audio-visual support for NTS events
 - Assist with technology projects maintenance, upgrades, and deployments
- Travel Requirements:** Very limited travel could include infrequent overnight stays for conferences and trainings
- Evaluation:** Ongoing through periodic team meetings and private conversations. Formal written evaluation will be completed once each year. Performance measured through the fulfillment of the above responsibilities.
- Conduct:** NTS is an official institution of the Church of the Nazarene and supports the Covenant of Christian Conduct and Covenant of Christian Character. These statements emphasize wholesome and character-building modes of life. It is expected that each employee will read and abide by the guidelines established in the employee handbook.