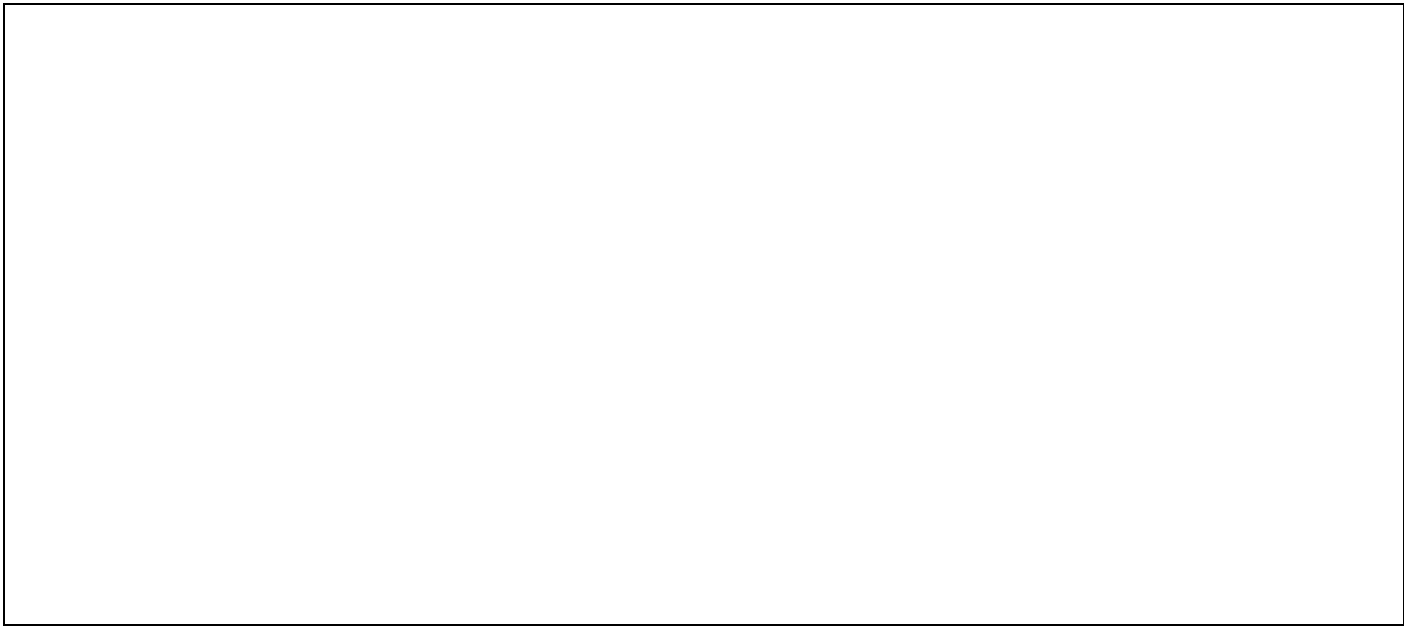




JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Camera Assistant	DEPARTMENT: Media Lab
POSITION REPORTS TO: Head of Media Science	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Facilitates students in all audio and video recording activities2. Maintains all the equipments of Media Cage in working condition3. Works with SZABIST Media Sciences Staff in performance of duties at Events and Functions4. Any other task as may be assigned by HoD Media Science5. Assists Media Sciences faculty with all video and audio related requirements.6. Responsible for any other tasks assigned by the Supervisor/ Management.	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required Minimum intermediate degree</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Interpersonal skills2. Problem-solving Skills3. Technical skills of handling video recording equipment4. Technical skills of handling sound and light equipment <p>(3) Specific Job-related Traits & Behaviors Required</p> <ol style="list-style-type: none">1. Self-motivation, Commitment and Initiative taking2. Ability to Plan, Organize, and Supervise the work3. Technical skills and experience in handling events, videography and photography related activities as required in the Media Cage <p>(4) Experience Required At least two years experience in the relevant field.</p>	



(Signatures of the Employee)

(Signatures of the Manager)

(Signatures of Head of HR)