

Job Posting: LCPV-2012-1

Position Title: Learning Commons Video Assistant

Department: Scott Reference

Affiliation: Student Casual

Number of Positions: 3

Rate of Pay: \$15.00/hr

Hours: 5-10 per week

Position Start Date: Early January 2012

Position End Date: Late March 2012

Background:

The Learning Commons (LC) is a student-centred collection of academic support services. It consists of a partnership between three campus units: Learning Skills Services, the Writing Department and York University Libraries. Together these partners assist students with a broad range of academic skills development, including research, writing and learning skills.

The Learning Commons would like to promote its services even more widely. To this end, the LC is preparing several brief (2-5 min.) promotional videos. The videos will emphasize the range of services available to undergraduate students, the primary audience for these videos. Each video will focus on the services of a specific partner.

1. Major Responsibilities or Duties:

Successful candidates will assist the project coordinator, the video production team and fellow student assistants in co-developing this series, which will highlight academic support services across the York U campus by:

- **Creating Content:** Creating and drafting content for each of the videos. Candidates may also be called upon to create promotional text to be used for blog entries, YFile, etc.
- **Presenting Content (On Camera):** Delivering, in a fun and imaginative manner, scripted text that explains and promotes York's academic support services

2. Communications:

Internal – York Students, LTS (Learning Technology Services) production team, Learning Commons Partners (Writing Dept., Learning Skills Services, YUL)

3. Supervisory Responsibilities:

None

4. Physical/Sensory Demands:

- May require periods of sitting at a computer workstation
- May requires periods of sitting, standing and lifting video equipment

5. Qualifications/Skills:

- comfortable speaking in front of a camera and/or being filmed (***Note: candidates do NOT need acting experience**)
- creative thinking skills
- excellent interpersonal, communication, and problem-solving skills
- energetic, organized, and committed to making the promotional videos a success

Contact Person: Kent Murnaghan, Project Coordinator, Learning Commons Promotional Video

Department: Scott Reference **Campus Address:** Scott Library **Email Address:** kentm@yorku.ca

Please apply with a Library part time employment application form, cover letter and resume. Application forms are available on the Student Employment Opportunities page accessible through York Libraries Web Page.

Date posted: December 21, 2011 Closing date: January 11, 2012