

## Campus Employment Service Job Posting

<b>Department</b>	Negahneewin Research Centre
<b>Job Title</b>	Educational Media Assistant
<b>Vacancies</b>	1
<b>Pay Rate</b>	\$14.56
<b>Job Start Date</b>	September 2021
<b>Job End Date</b>	March 31, 2022
<b>Program Related</b>	No
<b>Deadline</b>	Open until filled
<b>Days</b>	As scheduled
<b>Hours</b>	As scheduled to a maximum of 110hrs per eligible semester

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. All students are also required to complete the COVID-19 Return to Campus Training.

This position will assist the college's Educational Media Specialists with duties associated with the development of digital course material.

### **Qualifications:**

- Basic knowledge of Microsoft Word, PowerPoint, and Excel.
- Good attention to details.
- Proficient in the English language, including punctuation, accurate pronunciation, spelling, and grammar.
- Good communication skills.
- Ability to work with minimal supervision.

### **Duties:**

- Assist with transcribing audio or video files of various lengths with accuracy and within a reasonable timeframe in the English language.
- Recording voiceover PowerPoint slides of various lengths in the English language.
- Review educational content for functionalist, grammar, and spelling.
- Maintaining regular communication with assigned team by sharing and collaborating.
- Update various spreadsheets in Excel for project tracking.
- Attend scheduled meetings to provide update on progress.
- Assist with the storage, compilation, and naming conventions of data, files, folders, and spreadsheets including copying folders, moving files, updating file names, etc.

*With the ongoing COVID-19 pandemic, Confederation College will continue to take direction from Ontario's Chief Medical Officer of Health as well as our federal, provincial and local health authorities. The health and safety of our students, employees and entire College community remains our priority. As such, the successful candidate will need to complete the mandatory COVID related training provided by the College, as well as follow specific guidelines as outlined by supervisors in your department.*