

New England College

Employment Job Description

Position Title: Technical Assistant in Natural and Social Sciences Division: Natural and Social Science Division	Position #:
Department: Biology, Health Science, ES and Psychology	Category:
Reports to: Debra Dunlop	Level: HR Use Only

Position Purpose

This position will assist faculty in NSS with audio visual and technology needs for classes, labs and other projects. We currently do not have support for these endeavors from current staff as it is outside of their responsibilities.

Duties & Responsibilities

1. Assist faculty with how to record and edit video material for classes.
2. Development of video based teaching materials for various NSS faculty wishing to put content on line, Flip the Classroom and develop on line materials for NEC Blackboard sites. We have most of the video equipment necessary.
3. Assistance setting up a calorimeter for use in courses especially the beer brewing class and chemistry where we wish to teach students these techniques.
4. Record, edit and post Snacking on Science presentations for curricular uses.
5. Other audiovisual or technology assistance for NSS project goals.

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Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none">• Have high level of knowledge in video equipment and use• Be flexible with time and working with a variety of different people• Be independent worker• Able to trouble shoot various types of equipment	<ul style="list-style-type: none">• Experience with audio visual equipment	<ul style="list-style-type: none">• Have BS in Health Science or Biology• Have taken Chemistry course