



Graduate Assistant PROGRAM



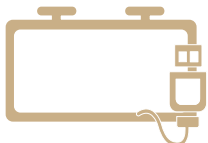
This prospectus contains information and instructions to assist you with your interest in the Media Technology Services (MTS) Graduate Assistantship Program. This packet contains a Graduate Assistant Application for the 2019-2020 academic year. The MTS Graduate Assistant positions are available to any graduate student who is accepted to or currently enrolled in any of the graduate degree programs offered by Boston College.



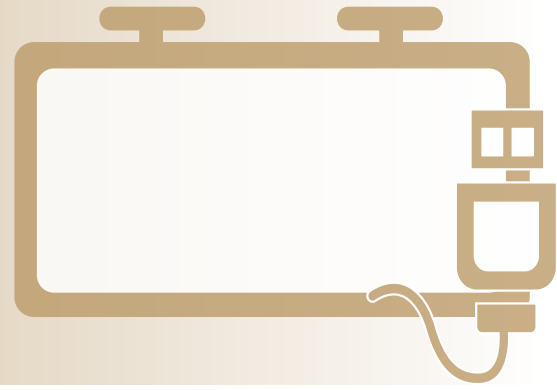
MTS is part of the Information Technology Services group and offers the following services to the Boston College Community: Audio & Event Technology Support Services, Classroom Support Services, Video & Cable Television Services, and Graphics & Photography Services. These services are also provided to the Boston College Newton Campus community, coordinated by our Newton Campus staff.



MTS employs twelve full-time and one part-time staff members. Additionally, the department employs multiple graduate assistants as well as undergraduate students during the academic year. Depending upon the number of returning Graduate Assistants from the previous year, the number of vacancies for the Graduate Assistant position varies.



Each division in MTS provides a different service to the University. Listed is a brief description of each of the five areas that offer Graduate Assistantship positions.



AUDIO AND EVENT TECHNOLOGY SERVICES

Audio and Event Technology Services has three fulltime staff members, as well as a Graduate Assistant and student staff. We provide AV technology support for all events at BC. In addition, we offer full audio production support including recording, mixing, mastering, and post. Graduate Assistant responsibilities include customer service, event support scheduling and ticketing, supervision of student employees, inventory management, and other departmental tasks.

CLASSROOM SUPPORT SERVICES

Classroom Support Services has three full-time and one part-time staff members who, along with several Graduate Assistants and student staff, provide equipment and support for the classroom presentation needs of faculty, students, and staff. Graduate Assistants provide client support, as well as supervise a large student staff. Graduate Assistants will be trained to operate and troubleshoot classroom technology systems.

NEWTON CAMPUS

Newton Campus MTS supports classroom and seminar video recording, audio recording, video and audio playbacks, along with other audiovisual equipment distribution. Newton Campus MTS also assists with video conferences and performs video recordings of academic speakers, panels, and events.

GRAPHICS AND PHOTOGRAPHY SERVICES

Graphics and Photography Services has one full-time staff member, several Graduate Assistants, and a team of work-study students that support the department. Graphics and Photography Services Graduate Assistants serve this division by providing assistance to faculty and staff for classroom and conference support. Activities include copy-stand work, studio and location photography, multimedia, digital photography, scanning, digital manipulation through Photoshop, creating posters, brochures, newsletters, logo designs, slide presentations, illustrations, and desktop publications. Graduate Assistants support the department by providing computer generated graphics and design support, jobflow management, and work-study supervision. A background in creative services is desirable, as is some desktop publishing or graphics software experience.

VIDEO AND CABLE TELEVISION SERVICES

Video & Cable Television Services has two full-time staff members, several Graduate Assistants, and a team of undergraduate student staff. The services include studio productions, classroom and event recordings, video equipment loans, video media duplication of non-copyrighted materials, as well as other video production and editing projects. In addition, Video & Cable Television Services offers online streaming of feature films for academic support and a bulletin board channel for use by the BC community. Graduate Assistants coordinate the execution of these services while managing the student staff.

RESPONSIBILITIES

Graduate Assistants perform administrative, clerical, and production duties in one of the aforementioned service areas. Some of the responsibilities include providing support to staff members, coordinating daily activities for respective service areas, supervising student staff, and responding to inquiries from members of the Boston College community. Prompt, courteous, and comprehensive responses are essential to the success of MTS.

REQUIREMENTS

Candidates should possess strong interpersonal and communication skills, supervisory experience, excellent telephone manners, and an ability to organize priorities.

Computer literacy and working knowledge of basic software applications is preferred.

CONDITIONS

Recipients are required to work an agreed upon amount of hours per week, not to exceed 15 hours/week. It is mandatory that all Graduate Assistants attend a weeklong training session. This training is conducted the week prior to the beginning of the fall semester.

BENEFITS

MTS will pay Graduate Assistants at a rate of \$20.00/hour.



NOTICE OF NONDISCRIMINATION

Boston College is an academic community whose doors are open to all students and employees without regard to race, religion, age, sex, marital or parental status, national origin, veteran's status, or disability. Boston College has designated the Director of Affirmative Action to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws. Any applicant for admission or employment, as well as any student, member of the faculty, and all employees, is welcome to raise any question regarding violation of this policy with the Director of Affirmative Action in the Department of Human Resources, More Hall. In addition, any person who believes that an act of discrimination has occurred at Boston College may raise those issues with the Assistant Secretary of Civil Rights of the United States Department of Education.

APPLICATION PROCESS

For the next academic year, MTS will accept applications for Graduate Assistantships commencing in March and continuing through **May 20, 2019**. Candidates are evaluated on supervisory experience, motivation, communication skills, judgment, and time commitment. Although skill in a technological area is considered, it is not the main criterion for selection. Your application and qualifications will be evaluated and appointments will be scheduled for candidates who meet our criteria. Please note that interviews will take place during the month of **June 2019**. Once final decisions have been made all candidates will be notified by e-mail.

Your completed application packet must contain an application and your resume. Once completed, please forward your documentation to:

Media Technology Services
Attn: G.A. Application
Campion Hall, Room G-36
140 Commonwealth Ave.
Chestnut Hill, MA 02467

You may also e-mail your completed application to Darren Herlihy at darren.herlihy@bc.edu.

Incomplete applications will not be considered. Further information may be obtained by calling the Office of MTS at (617) 552-4500.



Media Technology Services

A division of Information Technology Services

Campion Hall, 140 Commonwealth Avenue, Massachusetts 02467-3813
617-552-4500 • Fax 617-552-2174 • www.bc.edu/MTS



MEDIA TECHNOLOGY SERVICES GRADUATE ASSISTANTSHIP APPLICATION 2019 – 2020

Please fill out the following information and return this form along with one copy of your resume and cover letter. Please type or print legibly.
Application deadline is May 20, 2019.

PERSONAL HISTORY

Name: _____

Current Address: _____ Permanent Address: _____

Cell Phone: _____ Permanent Telephone: _____

Email: _____

What is the best way to reach you during the month of June? _____

OTHER INFORMATION

Who referred you to Boston College Media Technology Services? _____

What special training or skills do you possess that would be beneficial for this position? _____

Do you have knowledge/experience in any of the following areas? (check all that apply)

- Supervisory Skills
- Office Management
- Digital Photography
- Video Camera Operation
- Graphic Design
- Presentation Technology
- Audio Sound Reinforcement
- Video Editing

Briefly explain your knowledge/experience: _____

SCHOOL STATUS

What is your enrollment status? In Application Process Enrolled Student

What program are you in/applying for? _____

How many years is your program? 01 02 03

What year will you be in during the academic year of 2019-2020? _____ What year will you graduate? _____

Is a practicum, internship, or student teaching required? Yes No **If yes, what year?** _____

Will your classes be conducted during the day or evening? Day Evening Both

SCHOOL HISTORY

	School's Name, City, State	Major	Day or Evening	Date Entered	Date Graduated
High School:					
College:					
Graduate:					
Other:					

EMPLOYMENT HISTORY/REFERENCES

May we contact this person for a reference? Yes No

Organization: _____

Address: _____

Supervisor: _____ Supervisor Title: _____ Telephone: _____

Your Title: _____ Dates of Employment: _____

Duties: _____

May we contact this person for a reference? Yes No

Organization: _____

Address: _____

Supervisor: _____ Supervisor Title: _____ Telephone: _____

Your Title: _____ Dates of Employment: _____

Duties: _____