

University of Dubuque
Student Employment Opportunities

JOB TITLE:	Class Videographer for Distance Ed
Department:	Seminary Distance Education
Location:	Sev 231
Supervisor:	Nicky Story
Supv. Phone Number:	563-589-3647
Supv. Email:	nstory@dbq.edu
Job Responsibilities:	<p>This job's responsibilities will cover filming residential classes for use online. Specifically: Use Mediasite to record and upload video to the server. Confirm audio, video and computer capture is working 5 – 10 minutes before each class period. Ensure capture and upload finalize properly. Notify supervisor of any issues consistently.</p> <ol style="list-style-type: none"> 1. As a work-study employee I agree to perform duties pertaining to the position named above as directed and scheduled by the supervisor of that position not to exceed an average of 20 hours per week. I recognize this employment as an obligation that must take priority over other matters of a personal nature or preference. However, by mutual consent with the supervisor, my work hours may be arranged to suit my academic schedule or personal needs more adequately. 2. In the event of illness or other reasons preventing me from performing my assigned duties at the scheduled time, I will give adequate notification to my supervisor prior to my scheduled work hours so that my supervisor can make other arrangements to cover my absence. Failure to appear at scheduled work time without prior notice may be cause for termination of work-study employment. 3. I understand that I, the employee, may terminate this contract by giving two weeks' notice to my supervisor. In the same manner, the supervisor may terminate this contract for cause by informing me, the employee, and effective immediately or at a negotiated time. 4. I agree to keep track of my work hours on http://my.dbq.edu and submit the hours before the specified times for remuneration at the rate of \$7.25 per hour.