



Job Title: Teaching Assistant

Immediate Supervisor: Director of Academics

Date: August 2019

Scheduled Evaluation Dates: December 2019

Job Type: Hourly

Please submit all applications to hr@metalworksstudios.com

Position Overview

Teaching Assistants are responsible for assisting the Academics Department at Metalworks Institute.

Essential Job Functions

- Provide assistance to the Academics Department as required.
- Provide academic assistance to MWI students as required including campus and online study sessions.
- Provide assistance with assignment, test and exam grading to the Academics office and the Institute's faculty where required.
- Provide research assistance for curriculum development as needed.
- Provide assistance with lesson plan creation and maintenance.
- Provide assistance with the creation and maintenance of the Institute's LMS.
- Provide assistance with student's academic records including grade reports, assignments, tests, exams and student files.

Requirements

- College diploma in recording engineering and/or live sound technologies and/or music business.
- Strong background in both PC and Mac computer systems.
- Strong background in digital audio recording and live show systems technologies.
- Exceptional computer skills including Microsoft 365 including Office (Word, Excel, PowerPoint, Outlook, Teams and SharePoint).

Other Skills/Abilities

- Strong written and aural communication skills.
- Exceptional research skills.
- Ability to complete scheduled tasks unsupervised within assigned time frame.
- Ability to assess and find effective solutions to problems.
- Ability to clearly explain equipment operation procedures to students.

- Ability to mentor individual /groups of students and closely monitor their progress.
- Ability to work evenings and weekends.
- Ability to be 'on-call' and work unscheduled hours when required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.