

## **Intern's tasks - Enablement Directorate - DoE - Comm and Info Services Branch**

### **1. Job Context**

The Communications & Information Services (CIS) Branch is responsible for providing the full range of Information and Technology support to the NDC, including automation, communications, and visual aids.

### **2. Job Description**

The CIS/Audio Visual Intern will possess good writing and communication skills and will be tasked to provide assistance to the CIS Branch as a whole, by inter alia:

- 1 Preparation and update of "Weekly Agenda" for Audiovisual section: The Weekly Agenda is a point of reference for the AV team regarding activities scheduled for a particular day. It needs to be updated every day, taking into consideration the activities from SC, NRCC, MSC, NMDX, GFOAC, official visits, seminars, Classified VTC, and other activities requested by email.
- 2 Schedule and conduct test connections with virtual lecturers: Virtual lecturers use different hardware for their lectures. It is mandatory to schedule and conduct test connections individually per lecturer.
- 3 Close cooperation with NDC Assistants regarding scheduled activities: NDC Assistants are POC for Audiovisual in regards of any activity conducted in the NDC facility. Every information and update has to be implemented in Weekly Agenda. Cooperation and information flow is crucial.
- 4 Management of emails received in common "audiovisual" mailbox: The emails received in the common mailbox almost always include email exchange chain. To find the proper request and information, we need to read whole correspondence which is extremely time consuming
- 5 Update Audiovisual inventory: Audiovisual inventory must be updated every time the systems are upgraded, modified, or dismissed.
- 6 Finalize and manage the implementation of the renovated Conference Room booking system: managing the system and facilitating the understanding of all Staff on how the system works will ease the process and hasten the transition.
- 7 Management of Audiovisual VTC's account regarding schedule Virtual links for the planned activity: Manage and deconflict daily VTC links for the College Auditoria. Distribute scheduled VTC links (via Academic Portal or individually).
- 8 Cooperate with CIS Support Section to address first-level helpdesk issues: to tackle requests through the service desk system, mainly related to AV area but not limited to it, under the guidance of AV Section Head in coordination with CIS Support Section Head.

The candidate is required to be enrolled in university degree program related to the computer/mathematics, educational sciences or media art sciences.