

**UNIVERSITY OF OTAGO**  
**Te Whare Wananga o Otago**  
**JOB DESCRIPTION**

**JOB TITLE:** Technical Assistant (Part-time, Variable hours up to 560 hours maximum per annum)  
**DEPARTMENT:** College of Education  
**DIVISION:** Humanities

### **PRIME FUNCTION**

To provide practical support to teaching staff and students in the areas of technology and science through management of teaching resources for the subject area and through the set-up and maintenance of relevant teaching spaces.

### **MAIN OBJECTIVES**

- To ensure science and technology rooms are set-up for classes as directed by teaching staff.
- To ensure the science and technology teaching rooms are kept tidy and well maintained at all times.
- To provide training on equipment use to students, including health and safety aspects.
- To ensure supplies of consumables are kept at appropriate levels
- To ensure computers within the technology teaching space are set-up for classes as directed.

### **KEY TASKS**

#### ***Science and Technology Rooms***

- Setup science and technology teaching space for classes as directed by teaching staff.
- Breakdown and clean up after all classes ensuring all waste is disposed of/recycled in the appropriate manner.
- Ensure all equipment is well maintained according to Health and Safety guidelines and ready for teaching use.
- Ensure food science room is maintained to Food Safety Standards at all times.
- Collate and purchase ingredient lists and required consumables.
- Purchase resources as directed by teaching staff, once approved by College Administrator.
- Ensure stocks of consumables are maintained at an appropriate level.
- Guide students (and staff if necessary) in the correct and safe use of equipment and computers.
- Ensure all computers in the technology rooms are set-up and ready for classes – ensuring all software has been installed and is up-to-date through liaison with the College ITS staff.
- Assist with the testing of new specialised teaching software and e-learning tools.
- Ensure any chemicals are stored, used and disposed of correctly.

### ***Resource management***

- Maintain an inventory of teaching resources.
- Ensure ongoing maintenance and replacement of resources, general materials and equipment in consultation with appropriate academic staff.
- Ensure all new resources are catalogued and labelled.
- Assist students with sourcing resources, ensuring all resources that are on loan are recorded and followed up on if not returned on time.
- Other relevant duties as directed by the College Administrator.

### **RELATIONSHIPS**

<b>Directly responsible to:</b>	College Administrator
<b>Supervision of:</b>	N/A
<b>Functional relationships with:</b>	College staff University Health and Safety Team Students Suppliers of materials

### **BUDGETARY RESPONSIBILITY**

N/A.

### **EXPECTED OUTCOMES**

- The science and technology rooms are maintained and stocked according to relevant Health and Safety guidelines.
- The science and technology rooms are set-up appropriately for all classes and broken down at the end of each class.
- Students are guided in the correct and safe use of equipment and chemicals.
- An up to date and accurate inventory of teaching resources is kept.
- Resources and equipment are maintained in excellent working order and comply with relevant safety requirements.
- Teaching and resource rooms are set up as required and restored appropriately after use.
- Student enquiries relating to the Curriculum Assistant's area of responsibility are handled in an informative and courteous manner.
- Other duties required of this position are performed in an efficient, effective and helpful manner.

## **PERSON SPECIFICATION**

### ***Qualifications and experience***

- A science or technology qualification or equivalent experience is essential
- A current Food Handling certificate is essential
- Experience in a teaching environment is highly desirable

### ***Skills and Aptitudes***

- Strong practical skills necessary for the maintenance of equipment and resources.
- Excellent organisational and time management skills.
- Strong numerical skills.
- Ability to interact well with students and other staff members and to guide students in the use of equipment.
- Flexible approach to work with a willingness to assist others.
- Ability to maintain confidentiality at all times.
- Ability to use initiative and good judgement.