



Job Description

JOB TITLE:	Postgrad Assistant
LOCATION:	Tech Futures Lab, Auckland
RESPONSIBLE TO:	GM (Akl)
HOURS:	Tues: 3:30-4:15 pm & 8:00 - 8:30pm, Sat: 8:45am-9:15am & 1:00pm-1:30pm
DAY:	Every Tuesday from 16 th May & Saturday morning from 20 th May, 2017
Rate:	\$20 / hr. paid every 2 weeks via direct credit into a nominated bank account. \$40 per day, \$80 per week.

The Mind Lab by Unitec Purpose:

The purpose of The Mind Lab by Unitec is to encourage the development of conceptual understanding of contemporary digital, scientific and technical theories and practices in young students between the core ages of 4 – 14 years and to develop the professional delivery skills for teachers using recognised digital pedagogies. Classes are taught through the development and delivery rich, multi-faceted experiences coupled with key cognitive processes including:

1. Analysis and identification
2. Identifying function, form and purpose
3. Formulating ideas and theories
4. Comparing and contrast
5. Developing practical lessons
6. Testing
7. Exploration and invention
8. Challenges and research
9. Reflection

Purpose of Role:

To provide support to the Post Graduate Director and Facilitators on the Auckland Postgraduate Programme in Applied Practice (Digital & Collaborative Learning) based at Tech Futures Lab, 22 McColl Street, Newmarket, Auckland.

Key Areas of Responsibility and Accountability:



Preparation for the Post Graduate Class including but not limited to:

- Tables & Chairs: Set up the tables and chairs at Tech Futures Lab into groups of 6-8.
- Supplies for each session: In advance, communicate with the PG Facilitator & Auckland Lab Manager as to what supplies are required for each session. Supplies such as paper, felt pens, post – it notes will be transported by the PGF each week. Set up the supplies on each table.
- Coffee, Tea, Milo, Biscuits, Cups: Set up Tea, Coffee, Milo, biscuit. Lay out 4-6 packs of biscuits for the educators. Ensure any that are not eaten are put in the air tight container for the following week.
- Cups - Ensure there is enough cups for 30 people
- Urn – fill up with warm water and turn the urn on, at least ½ hour before PG starts. Turn off, empty and put away at the end of the evening or afternoon – *essential for H&S*.
- IT set up:
 - Set up lap tops, tablets or any tech required for the class each week that requires a device.
 - Using one of the spare laptops, or the PGF laptop, set up music to play in the background on arrival – through speakers. Please ask Fee for The Mind Lab Spotify account details.
 - Set up the Catch Box – this is the microphone that can be thrown around. Ensure the batteries work and that it is all connected and working through the speakers.
 - Wi- Fi ensure that everyone knows the Wi-Fi username and password
- Flag
 - Set up The Mind Lab by Unitec flag outside Tech Futures and bring it in again at the end of class and store away.

Clean up at the end of the class:

- All supplies (tea, coffee, sugar, milk, milo and biscuits) to be put back in the big plastic box and locked away each week in the cupboard upstairs at Tech Futures Lab
- Pack away all chairs and tables neatly away
- Tidy up any rubbish and put it in big bins
- Turn off all lights
- Lock up + set security code – *this is to be done by the PG Facilitator*

Performance Objectives

- The contractor will be efficient & secure when setting up and closing up Tech Futures Lab
- The contractor will proactively ask the online portal administrator for the weekly print outs
- The contractor will be proactive when supplies look low, documenting and sending these to Auckland (see contacts below) in good time for them to be replenished
- The contractor will be warm and friendly to teachers that arrive to TMLU Postgrad



Programme

- The contractor will read, communicate/reply to emails with correct content and in a timely manner
- The contractor will assist the Postgrad Director or Facilitator in a proactive and responsive manner
- The contractor will seek/ask for training on any tools not known in order to complete tasks above such as Google Drive training

Other Tasks:

- Supply levels: Check all supply levels and email Benny@themindlab.com if you need any more supplies such as tea, coffee, milo, paper, felt pens, biscuits, batteries etc
- Keys & security codes – to be determined before the first week.
- Health & Safety
 - The contractor will observe all health and safety requirements for Tech Futures and The Mind Lab by Unitec at all times
 - The contractor will log any near misses or incidents with the Postgrad Facilitator if they occur