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| COMPONENTS | | GUIDANCE |
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| 1: | Job Title: | Lab Tech Assistant |
| 2: | Employer: | EachMoment, UK Media Digitisation Company |
| 3: | Working pattern: | 2 days, 12 - 16 hours per week |
| 4: | Placement duties: | <p>We are pleased to offer two part time opportunities for a Lab Tech Assistant role. The Lab Tech Assistant will play a crucial role in maintaining and enhancing the technical infrastructure of EachMoment's UK lab. Their responsibilities will encompass:</p> <ul style="list-style-type: none">• General tech support and troubleshooting• Server maintenance and upkeep• Computer system management• Implementing company-wide technical solutions using hardware and software development <p>The assistant will contribute by:</p> <ul style="list-style-type: none">• Solving diverse tech problems in the lab environment• Developing and applying innovative solutions to support lab operations• Ensuring smooth functioning of the lab's technical infrastructure <p>This placement offers hands-on experience in a dynamic digitisation company, providing opportunities for problem-solving and implementing practical tech solutions.</p> |

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| 5: | Activities: | <p>Throughout the placement, the Lab Tech Assistant will engage in the following activities on a weekly basis:</p> <ol style="list-style-type: none">1. Server Infrastructure:<ul style="list-style-type: none">○ Build and maintain server systems○ Perform regular server health checks and optimisations○ Implement security updates and patches2. Coding and Deployment:<ul style="list-style-type: none">○ Write code to address specific lab problems and challenges○ Test and debug developed solutions○ Deploy and integrate new code into existing systems3. Computer and Hardware Maintenance:<ul style="list-style-type: none">○ Conduct routine checks on lab computers and hardware○ Troubleshoot and resolve hardware issues○ Perform necessary upgrades and replacements4. General Tech Support:<ul style="list-style-type: none">○ Respond to and resolve daily tech issues reported by lab staff○ Provide technical assistance and guidance to colleagues○ Document solutions for future reference <p>The student will engage in a combination of these activities each week, ensuring a diverse and comprehensive learning experience throughout the duration of the placement.</p> |
| 6: | Skill development: | <p>Technical Skills</p> <ol style="list-style-type: none">1. Server administration and maintenance2. Programming and software deployment3. Hardware troubleshooting and repair <p>Soft Skills</p> <ol style="list-style-type: none">1. Problem-solving and critical thinking2. Communication and teamwork3. Time management and prioritisation |

GoLive Industry Placement - Vacancy Template (T level)

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| 7: | Minimum starting requirements: | <p>Initiative: Ability to identify and act on opportunities independently</p> <p>In-depth problem-solving skills: Capability to analyse complex issues and develop effective solutions</p> <p>Basic programming knowledge: Familiarity with at least one programming language</p> <p>Understanding of computer hardware: Basic knowledge of computer components and their functions</p> <p>Strong analytical skills: Ability to interpret data and draw logical conclusions</p> <p>Adaptability: Willingness to learn new technologies and adjust to changing priorities</p> <p>Good communication skills: Ability to explain technical concepts clearly to both technical and non-technical audiences</p> <p>Time management: Capability to prioritise tasks and meet deadlines effectively</p> <p>Teamwork: Experience working collaboratively in group projects or settings</p> |
| 8 | Suggested prior skills: | <p>Hardware Skills:</p> <ul style="list-style-type: none">● Understanding of basic computer architecture● Ability to identify and describe main computer components (e.g., CPU, RAM, storage devices)● Experience in assembling and disassembling desktop computers● Familiarity with different types of connectors and ports● Basic troubleshooting skills for common hardware issues <p>Networking Fundamentals:</p> <ul style="list-style-type: none">● Understanding of basic network protocols● Familiarity with network topologies● Basic knowledge of IP addressing and subnetting <p>Operating Systems:</p> <ul style="list-style-type: none">● Proficiency in navigating and using Windows and Linux |

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| | | <p>operating systems</p> <ul style="list-style-type: none"> • Understanding of file systems and basic command-line operations <p>Basic Coding Knowledge:</p> <ul style="list-style-type: none"> • Fundamentals of JavaScript: <ul style="list-style-type: none"> ○ Basic syntax and data types ○ Functions and control structures ○ DOM manipulation (for web-related tasks) • Fundamentals of Python: <ul style="list-style-type: none"> ○ Basic syntax and data types ○ Functions and control structures ○ File I/O operations ○ Understanding of object-oriented programming concepts <p>General Skills:</p> <ul style="list-style-type: none"> • Ability to read and interpret technical documentation • Basic understanding of version control systems (e.g., Git) • Familiarity with cybersecurity best practices |
| 9 | Interview Date | 26/09/24 |
| 10 | Start Date | 30/09/2024 or 07/01/24 |
| 11 | End Date | 28/02/25 |
| 12 | Vacancy Deadline Date | 26/09/2024 |