ABOUT THE ACC RTF TA SPRING 2025 POSITIONS:

This is a multilevel hiring process, so hang in there.

TAs are Teaching Assistants – this is an hourly position of employment with ACC for the RTF Dept. TAs work for Instructors, are supervised by an ACC RTF TA Coordinator (Laura DiMeo), answer to the Dept Chair (Dr Mark Cunningham), supported by RTF Admin Assistant (Micaela Perez) and are paid by ACC as a temporary employee. Report chains for studio, check-out and lab/software concerns are divided among the full and part-time ACC RTF Staff: Brian Urban [current Studio Manager], Kevin Anderson [Equipment Manager] Mike Scannell [IA / Labs] and Laura DiMeo [IA/ Studio Support].

Primary duties are assisting production class instructors with classes and making sure the RTF facilities and equipment are in working order. Other duties might include monitoring Open Edit labs, and sometimes helping out with RTF Events. Candidates are chosen for maturity, effective communication, leadership, patience, reliability, and trustworthiness along with basic RTF skills. While mindful that TAs are usually students and their academics come first, this is a job, and as employees, candidates are expected to be able to manage the time and effort commitments involved in the role. Filling out an application does not guarantee securing a position - for new applicants and "veterans" alike.

These are hourly positions, $24.00 per hr - part time, (max hours are 19.00 hrs a week, but we usually limit a student to under 14 hours so they can keep up with studies.)

ACC RTF Production classes that utilize TAs include: TVTech, Practicum for Electronic Media (first level film production), Video Production I & II (studio multicam broadcasting), TV Field (first level event videography) Audio Production, Broadcast Announcing, Film-Style Production (second level film production), TV Workshop Prod II (documentary), Lighting and Directing. You can see course descriptions on the ACC RTF website.

_____

Candidates should INITIALLY SEND A LETTER OF INTEREST to TA Coordinator Laura DiMeo ldimeo@austincc.edu. Veteran - Fall 2024 or Summer 2024 returning TAs are automatically sent the application - and they must also fill out the Spring 25 RTF TA Interest/Availability Form. Past employment as a TA does not guarantee being offered hours.

PLEASE NO CALLS OR SMS - email inquiries only. ACC RTF students must use their ACCmail address. Alumni can send from a private email.

FIRST STEP - RTF Application: fill out the internal Google form titled "Spring 25 ACC RTF TA Interest/Availability" linked above. Instructors are shared this information and choose their possible assistants and then tell the TA Coordinator (Laura DiMeo) who to offer a bid to. A candidate can accept the position or not. Dept Chair Dr Mark Cunningham sends approved names of TA for hire to ACC HR for vetting.

NEXT - HR EMPLOYMENT: any new qualified candidate (not employed by HR in the past year, or never been employed by ACC) must apply to an ACC JOB POST IN WORKDAY. **NOTE: this job is not posted yet as soon as it is, we will send a link anyone who needs it.** Veterans "on the books" within the current academic calendar do not have to apply to the HR Job Post. Their performances for the past semester are reviewed, and the Dept Chair chooses whether to keep them on the employment roles.

Final approval for hiring is done by the ACC RTF Dept and the new applicants will be then put through the ACC HR hiring process.

TAs cannot start their jobs until we are confirmed by HR that they are employees. TAs are required to attend scheduled any Full ACC RTF Department Meeting they are notified about - usually at the start of the Fall or Spring Semester; alternatively, there may be specific meeting scheduled for TA training - to go over the specifics of TA responsibilities, provide updates on procedures and equipment and to get to know each other.

There is a TA tab site on the ACC RTF Student Portal that will have general information for quick access; and a private TA Shared Google Drive will be set up so Staff and TA's can add and share information. Lockers in the hall will be set aside for TA's to put their personal items in for the full semester, 24 hr access . Register their locker with Brian Urban, and use a TSA lock.

Email ldimeo@austincc.edu to arrange a chat (in person or by Zoom) if you have questions