JOB DESCRIPTION

Curricular Technology GA

The DLC is a campus hub for technology, innovation, and peer-to-peer teaching and learning. We support faculty, staff, and students in mastering tools and technologies that enhance teaching and learning, and facilitate experiments in hybrid and online learning. We’re looking for a new graduate assistant for the 15/16 academic year. The GA will work within the curricular technology zone of the DLC under the supervision of the Digital Learning Specialist. The GA will directly support the following digital learning projects and courses:

- Community Interpreting as a Profession
- Lesson Planning & Materials Development
- T&I Early Diagnostic Test
- IEM Practicum Symposium

Background/Preferred Skills

- Interest in/experience with digital pedagogy and learning
- Familiarity with Moodle LMS and Adobe Connect virtual meeting environment
- Effective communication and writing skills

Responsibilities

- As needed, provide exceptional customer service, taking scheduled and drop-in appointments with MIIS community clients
- As available, participate in DLC graduate assistant team meetings
- Assist the Digital Learning Specialist in the management and curating of online courses on an ongoing basis
- Test the functionality of online courses before they go live
- Monitor and manage technical support forums in supported online courses
- Provide technical support to instructors (e.g. assist professors using Adobe Connect and/or similar tools for synchronous sessions)
- Assist in the revision of Admission’s web-based Early Diagnostic Test in Moodle
Days per week: flexible

Hours per week: 10

Pay: $15/hr

Website: http://sites.miis.edu/dlc/

TO APPLY

Office: Digital Learning Commons

Supervisor Name: Amy Slay

Email resume and cover letter to dlc@miis.edu