Become an Instructional Technology Graduate Assistant in the Digital Learning Commons

☑ FEDERAL WORK-STUDY (not required) ☑ INSTITUTE WORK-STUDY

What’s the DLC?
Do you have a passion for learning and technology? Do you love flexing your community collaboration muscles and bringing groups of people together? Are you looking to develop your technology and facilitation skills? How about an interest in how technology is reshaping the way we communicate and learn? If you answered “Yes!” to any of these questions, then you just might be interested in working with the DLC. The DLC is a campus hub for technology, innovation, and peer-to-peer teaching and learning. Our team supports faculty, staff, and students in mastering tools and technologies for academic, professional, and personal purposes.

Apply for an Instructional Technology Graduate Assistantship
We have GA positions open for current students. GAs balance their time between supporting specific projects and providing customer service to the MIIS community by taking appointments, helping drop-in visitors, and facilitating workshops. In addition to seeking GAs with skills across the four service areas above (see separate DLC GA job posting), we are looking for one GA with particular skills or experience in the instructional technology area.

Background/Preferred Skills
- Interest in/experience with digital pedagogy and learning
- Familiarity with learning/content management systems, particularly Canvas and WordPress
- Familiarity with web conferencing tools, particularly Adobe Connect
- Effective communication and writing skills
- Effective teamwork skills, as well as the ability to identify needs and initiate projects
Responsibilities

● Assist the Instructional Designer in the management and curation of online courses on an ongoing basis
● Support Middlebury’s transition to a new learning management system, Canvas
● As needed, provide exceptional customer service, taking scheduled and drop-in appointments with MIIS community clients
● Participate in DLC team meetings
● Provide technical support to instructors (e.g. assist professors using Adobe Connect and/or similar tools for synchronous sessions)

Hours/Pay

● Days per week: flexible
● Hours per week: 8-12
● Pay: $15/hr

To Apply

● Send your resume and cover letter to DLC Director, Bob Cole (bcole@miis.edu) by noon on Friday, August 26th. Include the title of the position you are applying for. Highlight your interest in working with the DLC and how you would contribute to the team based on your background, skills, and interests. Include links to any digital portfolios, websites, or projects that showcase your skill-set and experience.
● To learn more about the DLC, check out our website: http://sites.miis.edu/dlc/