

STUDENT EMPLOYEE JOB DESCRIPTION

Department/Office: Distance Education

Job Title: Instructional Technology Assistant

Number of Positions by Funding Source:

Federally funded (based on FAFSA application): 1

Institutionally funded: 1

Hours per week (max. 15 during school, up to 40 during breaks and summer):

Days student is needed (specify): Flexible with student's schedule, within regular business hours

Indicate if work must be done at specific times on specific days: Flexible with student's schedule, within regular business hours

Work Location/Room #: AD 298

Employment to Begin: September

Employment to End: May

Position is most closely matched to the goals of which Casper College program(s) of study: information technology, software support specialist, office management, and web design

Applicants need the following skills and qualifications: Good word processing and general computer skills, excellent written and verbal communication skills, and the ability to know or quickly learn the following software: MS Office (Word, Excel, and PowerPoint), WebEx, image capture and editing, Adobe Acrobat, Moodle LMS, Google Tools, and others as deemed necessary.

Essential job duties: Convert various word processed documents to web-ready files and help develop training documents for software used by DE faculty. Provide some technical support to faculty and students and other duties as assigned

Other job duties: Assist DE personnel with faculty/student support, perform research online, prepare documents for meetings involving distance education, software testing, help with mailings and other duties as assigned.

Successful completion criteria: Timely and satisfactory completion of projects involving essential and other job duties.

Evaluation cycle: Monthly

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