

## STUDENT EMPLOYEE JOB DESCRIPTION

**Department/Office:** Digital Learning Center

**Job Title:** Instructional Design and Technology Assistant

**Number of Positions by Funding Source: 1**

**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 #:** LH 132

**Employment to Begin:** ASAP

**Employment to End:** May 2020 (could work summer hours if funding is available)

**Position is most closely matched to the goals of which Casper College program(s) of study:** video captioning/transcribing (80%), instructional technology, and software support.

**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), video captioning/transcribing, GSuite, Twitter, Facebook, Instagram, and others as deemed necessary. Drive to express creativity and innovativeness and interact professionally with students and faculty in a friendly manner.

**Essential job duties:** Create transcription to faculty videos. Create basic online graphics. Convert or re-format various word-processed documents to web-ready files. Basic video recording and editing. Photo taking for DLC social media and uploading to social media outlets and updating those sources. Basic assistance to students with Moodle FAQs such as login assistance. Audio Visual support as needed. Willing to train.

**Other job duties:** Other duties as assigned

**Successful completion criteria:** Timely and satisfactory completion of projects.

**Evaluation cycle:** Once every Semester

**Contact Person:** Camille McFadden, Instructional Designer and Technologist

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