Open Deadline Posting: OGS Job Postings and Graduate Student Listserv

Extended Learning Course Development & Faculty Services
January 2016

Instructional Media Project Assistant

Online Course Development and Faculty Services, a department of Extended Learning, seeks a graduate student with the desire and ability to assist in the support of online course development and in the support of ITV faculty in incorporating online resources in their courses, while developing his/her skills in a Project Assistant position with the Course Development Group. The graduate student selected for this position will be under the direct supervision and mentorship of a senior Instructional Media Specialist (Course Designer) and will provide a range of technical and operational support for the development of online courses in Blackboard LEARN, as well as faculty training and user support.

The position requires knowledge and some experience in either, Instructional Design and Distance Education, web page creation, and/or Course Development gained through work on a graduate degree.

The Project Assistant will work directly under the guidance of a senior Course Designer in developing, building and supporting online courses and web enhanced ITV courses for UNM Main Campus. The Project Assistant will assist senior course designers in the production of courses in UNM Learn as well as in training and supporting faculty in tools for use in the online environment. This may include tasks such as online course production, technical and operational support, multimedia development, training documentation, and faculty technical support.

The ideal candidate will be a detail oriented self-starter with excellent verbal and written communication skills, strong organizational skills, an understanding of educational strategies and familiarity with online pedagogical strategies. Also valuable for the successful candidate are: a customer service focus, team work, strong computer skills, including creating content for the web, and experience in training adults.

The position is a graduate student position, subject to the guidelines of graduate student employment. The rate of pay is between $14.50 and $15.60 per hour, and benefits include tuition remission and health insurance coverage, as appropriate. The position work commitment is for up to 10 hours/week during spring or fall semester and for up to 20 hours/week during breaks and summer session.

Please submit a letter of interest, resume with three references (supervisors, if possible), and a writing sample that demonstrates communication and/or training skills. The letter of interest should address applicant qualifications in response to the position as described. Materials should be sent, emailed, or delivered to: Rob Wolf, Instructional Media Project Manager, PA Supervisor, Online Course Support and Faculty Services, Woodward Hall, Room140, MSC03 2190; email: rwolf01@unm.edu.

Please note that this is an Open Deadline Posting.