** STUDENT JOB OPPORTUNITY**

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| **JOB TITLE: *Assistant to Instructional Technologist***  |
| **DEPARTMENT: Information & Technology Services - ITS** |
| **CONTACT PERSON/EMAIL/PHONE #:** Linda Macaulay, Instructional Technologist, 717-361-1554, macaulayl@etown.edu. **TO APPLY: Submit a resume with three references (at least two from Elizabethtown College faculty) to:** macaulayl@etown.edu **Deadline for application: Friday, December 5, 2014** |
| **STUDENT JOB DESCRIPTION:** The Student Assistant will assist with importing Bb content into Canvas courses, organizing course content in Canvas based on sound instructional design principles, and supporting faculty migrating to Canvas. This position may also require writing content for monthly newsletters, Facebook, Twitter and ITS Blog that would appeal to students, faculty and staff as well as updating documentation on the ITS Knowledgebase. *The position is available beginning in Spring 2014. Summer 2014 hours are a possibility as well.***DUTIES:*** Import course template information and individual Bb course content into Canvas.
* Organize course content in Canvas according to sound instructional design principles.
* Provide one-on-one support for faculty converting their courses as needed.
* Update existing Knowledgebase content and create new content as needed.
* Occasionally, provide phone and walk-in course design support to faculty.

**QUALIFICATIONS:*** Must be independent, organized, self-motivated.
* Must have strong written and oral communication skills.
* Ability to type accurately and quickly.
* Experience using the Blackboard and Canvas LMS is preferred.
* Basic knowledge of HTML codes and experience with CSS styles is preferred, but not required.
* Ability to prioritize multiple tasks in a fast-paced environment.
* Ability to work within strict deadlines and follow specific task checklists.
* Good interpersonal skills and desire to be a team player.
* Creative problem-solving skills.
* Broad range of expertise in general operations of a computer.

**PHYSICAL DEMANDS*** Regularly required to remain seated in a normal position for long/extended periods of time.
* Occasionally required to stand for long/extended periods of time.
* Regularly required to move about.
* Regularly required to climb stairs.
* Regularly required to maintain balance while walking, standing, crouching, or running.
* Occasionally required to reach up and out with hands & arms.
* Regularly required to talk and hear; verbally express information or instructions.
* Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
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| **HOURS and/or HOURS PER WEEK REQUIRED:** Daytime hours, M-F. Approx. 20 hours per week. |
| **PAY RATE:** $7.75 / HR |
| **SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):**  |

 AA/EOE REV 2/14/2012