

<p style="text-align: center;">GTU STUDENT EMPLOYMENT OPPORTUNITY</p>

Posting date:**Department/Organization:** GTU Academic Affairs**GL Account #:** 11-02432-10-31-1028-51511 or 51512**Supervisor:** GTU Course Design Specialist**Job title:** **Student Course Design Assistant (2 positions available)****Job description:**

Under the direction of the Course Design Specialist, the Student Course Design Assistant oversees the day-to-day operations of the learning management system (Moodle):

- Create new course shells via the Moodle Course Request Form
- Archive and delete old courses
- Create new users as needed (Consortial IT will create a majority of users)
- Delete users after a period of inactivity or because of a status change
- Monitor server usage and delete inactive files as needed
- Upload larger files to course, Vimeo video server or in-house audio server as requested

The Student Course Design Assistant helps the Course Design Specialist train new faculty, staff and students on how to use the learning management system.

The Student Course Design Assistant serves as the primary contact for learning management system technical support for student users:

- Troubleshoot issues about users, modules and courses
- Stay current on new features of learning management system
- Route more advanced technical support issues to the Course Design Specialist
- Route faculty issues to the Course Design Specialist

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passion for the intersection of technology and theological education
- Experience with customer support
- Experience with learning management systems, preferably as teaching assistant and/or instructor
- Experience with web development, especially HTML and WYSIWYG editors
- Experience with Windows computer environment and Microsoft Office suite
- Strong interpersonal and oral communication skills; able to maintain a professional demeanor at all times.

Hours per week: 15, some evening and weekend shifts required**Date job is to begin:** August 1, 2016**Hourly rate:** \$13.25**Preferred workdays:** Between the two employees hired, need coverage when the library building is open**Apply to:** Kyle Schiefelbein, Course Design Specialist**Email:** kschiefelbein@gtu.edu**Application deadline/info:** ASAP/Provide cv/resume and complete a GTU employment application**Other comments:** A GTU doctoral student who is early in their program is preferred, as it is desirable to have someone work in this position for multiple years.