

## OPEN POSITION: STUDENT HOURLY POSITION

**Position Requirements:** Student needed to assist the Instructional Design Department

**Work Commitment:** Approximately 20 hours per week under the direction of the Supervisor

**Pay and Benefits:** This position pays \$20 per hour (appointment is for Fall quarter with potential to extend for Winter and Spring).

**Supervising Staff:** Lindsay Brunhofer

**Job Description and Duties:** This position will collaborate with the instructional designer to consult with faculty on course design and development needs, including: importing Canvas templates into courses; building Canvas modules, assignments, and discussions; using video conferencing hardware and software to teach an online, hybrid or hyflex class; responding to changing environments and students' needs; incorporating best practices. Training will be provided on best practices, Canvas, Zoom and classroom technology.

### Requirements

- Good organizational skills, punctuality, and dependability
- Strong verbal and interpersonal communication skills
- Ability to respond to fast-changing environments and needs
- Interest in instructional design, technology and hybrid or online learning environments
- Comfort with learning new technological tools in a fast-paced environment
- Knowledge of pedagogical theory and best practices- preferred to have adult learning knowledge
- Experience with Canvas – preferred as a course designer, but acceptable as a user
- Experience with Zoom preferred

### Responsibilities:

- Respond to assigned inquiries
- Schedule and conduct faculty support meetings
- Ensure assigned Canvas courses meet required standards as outlined by the instructional designer
- Provide Canvas support and training on importing templates, creating course elements, and adjusting content
- Provide support and training on the proper use of classroom hardware and software in course designs
- Escalate complex needs to the instructional designer

**TO APPLY:** Send an email with professional letter of application and your resume or CV to:  
[Lindsay.Brunhofer@du.edu](mailto:Lindsay.Brunhofer@du.edu)

**Deadline to Apply:** August 26, 2020

**Additional Information:** You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2020/21 [Graduate Assistant Handbook](#) for further information.