Title: Instructional Design and Technology Graduate Assistantship
Reports to: Senior Instructional Designer/Distance Learning Coordinator
Compensation: Annual Tuition Remission Award of $5,435 (10 hours/week, 15 weeks)

Job Description
The Instructional Design and Technology Graduate Assistant (IDTGA) will:
- Assist the CCI instructional design team by
  o applying instructional design and active learning principles to distance learning courses,
  o ensuring that ADA compliance issues are addressed in all online course materials, resources, and activities, and
  o utilizing the Open SUNY Course Quality Review (OSCQR) Rubric and Process meant to ensure all DL courses are high-quality and ADA compliant;
- Assist the CCI Media Design Consultant by
  o recording for online courses as well as campus and CCI events, as needed,
  o editing audio and video, and
  o locating of high-quality technology and pedagogy videos suitable to post on the CCI website for faculty, staff, and student usage;
- Support the CCI staff by creating and formatting documents, flyers, forms, brochures, etc.

  Please note: Other responsibilities relating to the work of the CCI and Distance Learning may be assigned based on the skills, interests, and career plans of the Graduate Assistant.

Position Qualifications (required skills, etc.)
1. Enrollment:
- IDTGAs must be enrolled in the M.S.Ed. Curriculum and Instruction, M.S.Ed. Educational Technology Specialist, or M.S. in Organizational Performance & Technology.
2. Required characteristics:
- Enthusiasm, a willingness to learn, and a positive attitude;
- Knowledge of instructional design, multimedia production, educational technologies, and web design;
- The ability to learn and apply new concepts quickly;
- The ability to work independently as well as in a team environment;
- The ability to juggle multiple tasks/priorities and meet deadlines;
- Excellent written, oral, and visual communication skills;
- Strong attention to detail;
- Strong computer, technology, and organization skills.
3. Preferred Knowledge and Skills:
- Proficiency using audio-video equipment and software for video production and editing;
- Experience with online course design, or UX/UI design;
- Experience with learning management systems (preferably Moodle);
- Experience with/knowledge of a variety of forms of presentation and authoring software;
- Familiarity with emerging educational technologies and their use in an instructional environment;
- Knowledge of the latest technology and trends in online education.

Benefit to the Graduate Student
The Instructional Design and Technology Graduate Assistant (IDTGA) will:
- gain experience in

- o applying Instructional Design principles and strategies,
- o developing engaging and interactive activities for distance learning course,
- o designing, recording, and editing of videos for online learning;
- acquire and apply knowledge of ADA compliance and UDL design;
- become conversant with
  - o the Open SUNY Course Quality Review (OSCQR) standards and processes,
  - o the professional development services provided in a teaching and learning center such as the CCI;
- develop and enhance
  - o interpersonal skills,
  - o communication skills, and
  - o the abilities required to succeed in any fast-paced office with recurring deadlines upon which others depend (e.g. time-management, listening, working independently, being on-time, and reading documents carefully).