Instructional Design and Technology Graduate Assistantship (GA)

Application Due Date: July 1, 2020
Contact: Alex Gomez, gomezat@potsdam.edu

Responsibilities:
Based on the skills, interests, and career plans of the GA, responsibilities will be assigned relating to the work of the CCI and Distance Learning, such as the following:
- Assist the Center for Creative Instruction (CCI) instructional design team by
  - applying instructional design and active learning principles to distance learning courses,
  - ensuring that ADA compliance issues are addressed in all online course materials, resources, and activities, and
  - 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
  - recording online courses as well as campus and CCI events, as needed,
  - editing audio and video, and
  - locating 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.
- Support faculty/staff by answering questions about and providing training for various platforms, including support of faculty teaching in the Distance Learning Classroom.

Qualifications:
Required
- Degree, or enrolled in degree program, in Instructional Design (ID) or closely related field/subject area.
- Experience with Moodle, Blackboard, Canvas, or another LMS.
Preferred
- Experience in ID in a higher education setting.
- Familiarity with Open SUNY and the Open SUNY Course Quality Review (OSCQR) Process.
- Experience with various educational/instructional technologies.
- Customer service experience.
- Ability to troubleshoot (understand and/or replicate issue, identify solution).
- Ability to work independently and within a team.
- Able to work with competing priorities.