

Howard Community College

Work-Study Job Description

Job Number:	201
Job Title:	Captioning and Media Technologist
Department Name:	Instructional Media
Supervisor Name:	Amy Chase Martin
Supervisor Phone #:	443-248-4352
Supervisor Email:	acmartin@howardcc.edu
Employer Address:	10901 Little Patuxent Parkway Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	virtual

Job Description and Responsibilities <i>(include job purpose):</i>	<p>Create captions for instructional videos – in English, Spanish or both. You will receive an auto-captioned file that you will then type corrections for, to create an accurate set of captions. You may also have the opportunity to create some instructional videos in English or Spanish.</p> <p>Check out our website to see the kind of work we do - https://www.ctefaculty.com/.</p>
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Qualifications / Experience Required:	<p>Strong proofreading skills and appreciation for accuracy</p> <p>Strong listening skills</p> <p>Fluent in English and Spanish – both written and oral</p> <p>Interest in video</p> <p>Reliable computer and internet connection</p>
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Grade Leve	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)