

# Howard Community College Work-Study Internship Job Description

<b>Job Number:</b>	Internship
<b>Job Title:</b>	Classroom eTrainer
<b>Department Name:</b>	Student Computer Support
<b>Supervisor Name:</b>	Michael Altobelli
<b>Supervisor Phone #:</b>	443-518-4407
<b>Supervisor Email:</b>	maltobelli@howardcc.edu
<b>Employer Address:</b>	Howard Community College
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	Remote or HW220 (If onsite requested)

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>This role will develop video and other asynchronous training and support material for classroom and loaner technology supported by the Student Computer Support department. This material will be accessed on demand by students and employees to quickly get started using IT systems.</p> <p>Develop, record, and edit video and other training material for classroom technology used by faculty and staff.          Develop, record, and edit video and other training material for loaner technology used by students, faculty, and staff.          Provide training for faculty, staff and students          Evaluate training effectiveness with members of the department</p>
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<b>Qualifications / Experience Required:</b>	<p>Experience using video editing software such as Premiere, HitFilm, Openshot, Photoshop          Experience recording video using iOS, Android, Sony Camcorders or Canon DSLR's          Understanding of learning methodologies and aptitude to break down processes into easy to understand steps.</p>
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<b>Internship Par Rate</b>	\$13.50
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