

# Howard Community College

## Job Description

<b>Job Number:</b>	INTERNSHIP
<b>Job Title:</b>	eLearning Technology Intern
<b>Department Name:</b>	eLearning
<b>Supervisor Name:</b>	Jamie Bourne
<b>Supervisor Phone #:</b>	X3231
<b>Supervisor Email:</b>	<a href="mailto:jbourne@howardcc.edu">jbourne@howardcc.edu</a>
<b>Employer Address:</b>	10901 Little Patuxent Parkway Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	Clark Library (on-campus & remote)

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p><b>Get valuable, hands-on experience in the growing field of instructional technology/eLearning!</b></p> <p>The department of eLearning, which works closely with faculty to deliver course content through Canvas where students find their syllabi, course content, grades, and more, has an opportunity for a work-study internship using the latest technology tools. This is a great opportunity for students in the web development, education programs, or communications majors. Working under direct supervision of the Assistant Director of eLearning, student will update training documents, update the eLearning portal page, provide general assistance with logging and tracking eLearning service requests, and aid eLearning team with research on academic use of new technologies.</p>
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<b>Qualifications / Experience Required:</b>	<p><b>Skills needed:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in MS Office Suite - MS Word and MS PowerPoint (or similar tools)</li> <li>• Basic familiarity with the use of Canvas</li> <li>• Ability to meet deadlines</li> <li>• Detail-oriented</li> <li>• <b>Willingness and ability to learn new technologies</b></li> <li>• Ability to write clearly</li> </ul> <p><b>Preferred skills:</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of HTML or other web programming language</li> <li>• Knowledge of WordPress or other web design software</li> <li>• Experience using Adobe Suite products (Photoshop, Illustrator, etc.) a plus</li> <li>• GPA 3.2 (minimum)</li> </ul>
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Internship Pay Rate	\$13.50
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