

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: e-Learning Assistant

DEPARTMENT: e-Learning

REPORTS TO: Director of e-Learning & Educational Design

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Works collaboratively with the Director of eLearning to determine effective use of multi-media technology, training and development of learning management systems. Assists faculty in the of technology tools/applications in the classroom or academic management. Assists the Director of eLearning with course reviews. e-Learning assistant may be asked to design and produce multimedia instructional materials using computer technologies as needed.

Technical Skill & Ability

Attention to detail, organization and accuracy is a key element to success in this department.

- Competency with troubleshooting skills and ability to resolve technical issues in a timely manner is essential.
- Assists, or design multimedia instructional materials as needed.
- Assists with special projects as assigned.
- Computer and applicable software skills (Microsoft Office, Google Docs, Adobe Acrobat Pro) with the ability to produce, and edit audio and video.
- Highly developed interpersonal and effective communication skills (customer service), including the ability to communicate and support effectively in person, telephone and electronic mail. Must be able to work effectively in a team environment.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of the Learning Management System Canvas, Microsoft Office, and both Mac and PC programs at a proficient level.
- Have an attitude of service and be able to work with other Cox College constituents.
- Maintain an up-to-date knowledge of the workings of Cox College.
- Ability to be an advocate/voice for students as it relates to learning technologies.
- Ability to remain focused and do accurate work for long periods of time.
- Ability to be dependable, responsible, punctual, and organized.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations
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