Office of Instructional Technology
Graduate Assistant Position Available

The Office of Instructional Technology is seeking a Graduate Assistant to work twenty hours a week in the areas of project management and instructional technology support for faculty and students at Southeast Missouri State University.

Type of Assistantship:
Administrative

Job Description:
This position entails a weekly twenty-hour workload in the areas of project management and instructional technology support for faculty and students at Southeast Missouri State University. A training time period will be available to prepare the graduate student for the position. Flexible hours.

Responsibilities:

- Through collaboration with employees and supervisors, manage the student worker project database and delegate tasks and assignments
- Hire and train student workers who provide technical support for faculty and students
- Develop training materials and exercises
- Manage and approve student worker schedules and hours
- Collect and organize data on calls and visits to the office from faculty members
- Participate in facilitating workshops and be prepared to present topics occasionally
- Administer access/roles to student workers to solve faculty problems with the learning management system
- Be available to help faculty troubleshoot learning management system and instructional technology problems over the phone or in the computer lab if no other student workers are available
- Provide administrative advice and participate in decision making
- Research new educational technology innovations and work to promote these innovations
- Provide support and training to faculty in using interactive white board technology
Qualifications:

- Excellent communication and interpersonal skills
- Customer service experience
- Working knowledge and experience with Microsoft Office programs
- Technical background with computer and multimedia skills and knowledge
- Ability to work as a communication buffer between student workers, faculty members, and supervisors
- Experience or understanding in project analysis and task delegation
- Knowledge of graphic design and web based programming aspects
- Ability to easily learn and use new software and equipment
- Self-driven and motivated to work without close supervision

How to Apply:

- Please visit http://oit.semo.edu/jobs for more information on how to apply.