



Position Title: Part-Time Course Development Assistant

Job Code: 8219

Grade: CT

Reports To: Virtual College Director of Instructional Development

FLSA: Non-Exempt

Job Description:

The Part-Time Course Development Assistant is responsible for a broad range of duties associated with supporting the Instructional Designers with course preparation and development for the Virtual College.

Duties & Responsibilities:

- Prepares and customizes materials for web delivery
- Designs web pages using HTML and FrontPage
- Enhances courses and support materials using various technical applications
- Provides support and resolution for Virtual College Helpdesk requests
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution and four (4) years related experience
- Possess good oral and written communication skills
- Knowledge and skill in the use of Microsoft Office applications including FrontPage
- HTML and web design skills
- Ability to work independently with minimal supervision

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name