



**Position Title:** Part-Time Course Development Assistant

**Job Code:** 8308

**Reports To:** Director of Instructional Development

**Grade:** CT

**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