



Rensselaer

Student Position Opening – Summer 2016

Office of Undergraduate Education

Location: Troy, NY Campus

Type: Full Time Position
30 – 40 hours per week
Must be available to work 10 weeks throughout the summer

Job Summary: This position works directly with the Instructional Technology Specialist in Undergraduate Education. The student will be involved in the following:

- Production of an online module to relay institute process
- Updating and clearing out storage area
- Updating iclicker software throughout campus classrooms
- Design of posters and signs for the Undergraduate Office
- Researching educational strategies that foster blended learning
- Assisting in uploading course content using Open edX as a blended learning environment
- Working with simple web pages
- Working on other related educational projects as they become defined

Knowledge, Skills, and Abilities:

- Requires demonstrated proficiency with Microsoft Office Suite and Adobe Photoshop
- Demonstrated skills in web development and understanding of basic HTML
- Ability to communicate effectively
- Requires ability to work independently or as part of a team
- Ability to anticipate and solve problems
- Ability to lift and move computer/technology related equipment

Applying:

Interested applicants must apply by April 12, 2016. Please send resume and brief summary of why you are interested in this position to:

Maureen Fodera
foderm@rpi.edu