



THE UNIVERSITY OF TENNESSEE
SOUTHERN

Student Assistant for Instructional Technology

Reports To: Distance Learning Coordinator, Haley Kinder

Job Overview: Prepare resources for faculty, students, and staff for our Learning Management System (Canvas) and other instructional software such as Respondus, Kaltura, Turnitin, etc. To be successful in this position, you will complete assigned projects by their deadlines and be willing to learn new things. This position is imperative to provide students with quality online and classroom learning environments.

Responsibilities and Duties:

- Create, update, and distribute tutorial and informational resources for students and faculty about different instructional technologies.
- Record, edit, and publish training, orientation, and tutorial videos for faculty and students.
- Advocate and demonstrate the student learning experience for instructional and learning initiatives.
- Maintain an organized shared folder.
- Other duties as assigned.

Qualifications:

- Education Level:
 - Current education level accepted.
- Experience:
 - Interest in educational/instructional technology or technology in general required.
 - Familiarity with video-editing software (Camtasia, Panopto, Canva, ScreenPal, etc.) preferred.
- Specific Skills and Characteristics:
 - Open and eager to learn new technologies.
 - Good customer service.
 - Independent.