

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: ITS & eLearning

Department Head: Melvin Ewing

Classification/Name of Position: eLearning Assistant

Student's Supervisor:

Leslie Johnson, Instructional Designer

Email Address: Leslie.johnson@umwestern.edu

Office/Location: STC 103

Phone:

Pay Rate: \$11/hr (Index: DDESOL)

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

Basic understanding of online audio and video recording and playback technologies.

Familiar with Moodle or other Learning Management Systems (Canvas, D2L, etc)

Basic knowledge of computers and how they work.

Purpose/Role of the position:

The primary purpose of this position is to provide captioning for faculty produced video and audio recordings and to provide general support to faculty members when producing these recordings.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

The duties of this position is to spend around ten (10) hours a week working on providing captioning to existing recordings and to provide support as needed in the UMW recording studio in the basement of STC. These hours can be very flexible and can work around a student's schedule.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.