



Summer Internship Program May 28, 2019 - August 9, 2019 Job Description

Department Name: Center for Learning Excellence (CLE)
Intern's Supervisor: Kevin Dranuski
Timesheet Approver: Kevin Dranuski
Assignment Location/Campus: Western Campus, 11000 Pleasant Valley Rd., Parma, OH
Job Category (Select up to 2): Creative Arts Education
Number of Openings: 2 **Work Schedule/Hours:** Monday – Friday, 9:00 a.m. – 4:00 p.m. /Flexible
Internship Duration: Other
Internship Dates (Start/End): June 3, 2019 / August 9, 2019

Department Description: (e.g. mission statement, department responsibilities)

Our mission is to provide timely instructional support and resources to enhance teaching and learning at Cuyahoga Community College. The Centers for Learning Excellence (CLE) collaborate with faculty and staff to design and develop courses that promote student-centered learning. We will promote instructional design theory and best practices, and provide individual and group design. In addition, we will provide development support for all modalities using the official course outcomes and supporting objectives, design, develop, and present relevant and engaging professional development in multiple modalities.

Job Responsibilities: (e.g. functions and/or projects)

- Assist in the creation of learning objects for faculty (images, Word documents and templates, presentation materials, etc.)
- Create faculty user guides for instructional technologies, i.e. MovieMaker, Prezi, Blendspace, etc. and review existing software user guides to ensure they are up to date
- Assist CLE staff with department related inquiries for faculty support
- Assist with marketing, social media and other special projects for the department

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Information Technology, Visual Communication and/or Design, Marketing, or closely related major and/or experience
- Completed coursework - IT1010
Proficient with Microsoft Office, Email and Internet Applications
- Strong communication skills (oral and written)

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Experience using web and desktop authoring software (Photoshop, Illustrator, InDesign); Video editing/publishing experience is a plus
- Strong interpersonal skills; can work within a group project
- Experience taking an online or blended course as a student