On behalf of Becky Adams:

This is our "grow our own" course designer intern position that is on site, two year term that requires a graduation date within the past two years. It says technical because it is for our team, but the general responsibilities are as a course designer with medium technical experience.

The Quick Link is: unmjobs.unm.edu/applicants/Central?quickFind=72208

Thank you,
Becky

PROFESSIONAL INTERN – New Media and Extended Learning - UNM
Posting

Best Consideration Date – May 9, 2013

New Media & Extended Learning, a department of Extended University, is looking for a flexible, talented professional with the desire and ability to support online courses, while developing his or her skills in the position of Professional Intern with the NMEL Course Development and Faculty Support Group. The person selected for this position will be under the direct supervision and mentorship of a senior Instructional Media Specialist (Course Designer) and will provide a wide range of technical and operational support for the development of online courses in UNM Learn, Blackboard 9.1, as well as faculty training and user support.

The primary focus of this position is as an entry-level course designer who undertakes a range of on-going development and production of web based courses and support for faculty. The position requires knowledge and expertise of Instructional Design and Distance Education gained through the completion of a Bachelor's or Master's Degree.

The Intern will work under the guidance of a Senior Course Designer, in developing, building and supporting online courses for UNM Main Campus. The Intern will assist Senior Course Designers in working with faculty to analyze needs and determine goals, objectives and appropriate delivery methods, as well as media for instruction in the online environment. This may include tasks such as instructional design, online course production, technical and operational support, multimedia development, course migration, training documentation, training faculty and some student technical support.

The ideal candidate will be a self-starter with excellent verbal and written communication skills, a strong understanding of educational strategies and familiarity with online pedagogical strategies. They will have a customer service focus, strong computer skills, including creating content for the web, and training adults. The successful candidate will be a quick learner who can adapt to training and production needs as they arise. This person will be self-motivated in

maintaining a current knowledge of the latest hardware and software technologies, as well as best practices for online learning and will possess strong organizational skills.

This is a developmental, fixed term (typically 1-2 years) career-path position restricted to graduates of accredited university Bachelors or Masters programs who have obtained their degrees, no earlier than 24 months prior to the date of hire.

Required bachelor's may be either BA or BS.

This is a 12 month per year, staff position that works onsite at UNM Main Campus. This is a two year term position, updated yearly. Funding available through 06/30/2014; continuance beyond that date is subject to the Department's operational needs as outlined in UBPPM.

This is a full-time, benefits eligible position. The University of New Mexico (UNM) provides a diversified package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits.

Minimum Qualifications:
Related Bachelors or Masters of Science degree, along with transcripts, must be presented prior to a formal offer being extended; no previous work experience required.

Preferred Qualifications:

● Knowledge of current technological developments and trends in instructional design and web-based learning.
● Skill in HTML, multimedia expertise for web delivery, including preparing instructional aids and plans.
● Technical writing skills to develop training and support materials including written documentation and online reference documents.
● Ability to translate technical knowledge into easy-to-follow verbal and written instructions.
● Entry-level knowledge and skill with the web-based learning management system Blackboard Learn 9.1.8.
● Entry-level knowledge and skill with Best Practices for online learning.
● Knowledge and understanding of current computer-based authoring languages, editing, and authoring tools, and related website technologies.
● Ability to read, write, and speak in Spanish and English.

Resume
Cover Letter
Writing Sample

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