



**POSITION: Graduate Assistant for NGU E-Learning Center**

**DEPARTMENT: E-LEARNING**

**Position Summary:** North Greenville University is seeking to fill a new position for a Graduate Assistant. This position will assist in improving our online courses' multimedia content and will be a designated staff member for content creation and support.

**RESPONSIBILITIES**

- Coordinate with NGU Online coordinators to service the Blackboard shells.
- Coordinate with Admissions and NGU online PASS Advisor to ensure processes work to provide excellent services to the NGU Online population.
- Assist faculty in multimedia content creation to enhance engagement and educational opportunities.
- Assist in training faculty in the creation of videos.
- Assist in editing content for online courses as needed by faculty to ensure the end product is of quality and accomplishes the goal of learning.

**QUALIFICATIONS**

- Bachelor's degree in Digital Media preferred.
- Acceptance into the Graduate School of NGU.

**ELIGIBILITY FOR APPOINTMENT/REAPPOINTMENT**

- Be continuously enrolled in a graduate program at NGU for a minimum of 3 hours per term with no more than five (5) weeks between course end and start.
- Be enrolled in no more than 12 credit hours in a 16-week semester.
- Maintain a cumulative graduate GPA of 3.0.
- Be in and remain in good standing with NGU throughout the appointment.

**PHYSICAL REQUIREMENTS**

- Hearing: Hear well enough to communicate with students, faculty, and staff.



- Dexterity: Grasping, feeling, writing, type and use the telephone, copier, and computer systems
- Mobility: move between departments and across campus
- Talking: Frequently convey detailed, accurate, and important information in a manner that can be clearly understood
- Lifting, Pulling, and Pushing: Exert up to 20 pounds of force occasionally

### **WORKING RELATIONSHIPS**

This position is a part-time exempt position and reports to the NGU E-Learning Director.

### **WORK SCHEDULE**

Flexible hours based on current needs.