

## **Doctoral Student Internship Opportunity –Spring/Summer 2025**

### **Online Learning Content Developer**

- Position Code: DSIP-S2025-004
- Supervisor: Javier Ibarra-Isassi
- Unit: School of Graduate Studies
- Start date: May 12, 2025
- Status of employment: Casual, part-time, 8 hours/week, 125 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English, French an asset
- Work model: Hybrid
- Location: SGW

#### **Internship description**

eLearning content offers significant benefits by providing flexible, accessible support as well as cater to different learning styles, while ensuring consistent, high-quality information. Students who can access materials anytime, are able to learn at their own pace and revisit topics as needed. The School of Graduate Studies is looking to hire a doctoral student to drive the design and development of lasting resources that support students in their graduate research journey and professional development.

#### **Responsibilities**

Working closely with the Coordinator, Graduate Research and Thesis Support, the Online Learning Content Developer will:

- Collaborate with faculty and staff to develop online module content and ensure it aligns with graduate students' needs.
- Develop and create high-quality, lasting online content (videos, guides, handbooks) for graduate professional development and graduate research support.
- Ensure content is accessible and user-friendly, catering to various learning styles.

- Prepare a plan to allow the updating and revising of materials to maintain relevance and accuracy.
- Create an evaluation framework for assessing the material adoption and outcomes.

### **Skills**

- Strong instructional design skills.
- Experience in online content creation and management.
- Excellent written and spoken English communication skills.
- Proficient in Office365 (SharePoint, Teams, Planner, PowerPoint, Word, Excel, Forms, etc.).
- Knowledge of an eLearning platform (i.e. iSpring, Articulate 360) and/or graphic programs (i.e. Adobe Creative Cloud, Canva).
- Attention to detail to validate content accuracy.
- Strong organization, time management and self-efficacy qualities to be able to meet objectives with limited supervision.