



Online Learning

JOB POSTING INFORMATION

Job Description/Duties:

Assist Director of Online Learning with projects, term start activities, management of control sheet and specialized programming.

Skills Required:

- Ability to manage multiple projects simultaneously and meet established deadlines.
- Strong organizational skills to prioritize workload and coordinate with Director to meet timelines
- Skill to work both independently and as a team member.
- Strong writing skills to prepare clear, concise and grammatically correct documents (including technical documentation), reports and correspondence.
- Ability to use tact and diplomacy and maintain high level of confidentiality.
- Ability to abide by the ethical standards and guidelines
- Computer skills in the use of word processing, spreadsheet, database, electronic mail and internet applications and web programming, and Microsoft Office Suite software.
- Strong Technical skills in use of online tools (eg. HTML, web design) and administrative software.
- Ability to research and prepare findings in APA formatted document.

Required Hours:

Schedule is dependent on needs – Most work Monday to Friday.

Eligibility:

This position is available to graduate students.

HIRING SUPERVISOR CONTACT INFORMATION

Contact Name:	Vanessa Cox, MBA
Phone:	
Email:	vcox@udallas.edu

APPLICATION PROCEDURE

Email

ONLY through email – send resume and date of graduation. Director will contact qualified individuals for interviews.