**Position**: Pre-College Programs Educational Technology Graduate Student Consultant

**Office**: Communication and Information Technology (CIT), University Outreach and Engagement, Michigan State University

**Location**: Kellogg Center (Remote work)

**Terms**: Hourly student position (10-20 hours per week)

**Start Date**: Upon hiring, or May 1

The Office of University Outreach and Engagement is seeking two, and possibly more, students to join a new team focused on supporting remote instructional needs for Pre-College Programs at MSU. Successful applicants will consult with a wide range of programs and program leaders to deliver meaningful and enriching online content to students in grades K-12. Students will work as part of a small, collaborative team to assist program leaders in selecting appropriate instructional platforms, curating online tools and resources, and disseminating best-practices for online instruction.

Required qualifications

* Experience and comfort using remote/online teaching and communication technologies, such as D2L, Zoom, and Google Classroom
* Experience with teaching strategies and pedagogical approaches
* Willingness to learn how to use and support instructional software
* Excellent problem solving, and verbal and written communication skills
* A flexible, creative, and persistent approach to work
* Ability to work effectively both independently and as part of a team
* Ability to meet tight deadlines
* This position is expected to operate remotely, and will require access to an internet connection capable of video conferencing.

Desired qualifications

* Enrollment in an education, educational technology, or related graduate degree program
* Experience with K-12 online course delivery
* Experience with out of school time or enrichment programs for K-12
* Commitment to inclusive use of technology in rural, underserved, or economically disadvantaged communities

Application process

To apply for this position, please email Dr. Robert Halgren (halgren@msu.edu) with:

* + Your resume and letter of interest

Application deadline

Applications will begin review on Wednesday April 22, 2020 and continue until positions are filled.

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