

# GRADUATE ASSISTANT

**POSITION:** Q Loop Instructional Designer

**SUPERVISING DEPARTMENT:** Division of Education and Leadership

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Strong written and verbal communication skills
- Ability to work independently with little supervision; conscientious and reliable, with an aptitude for creative problem solving
- An attitude of mutual respect and collegiality; strong team player
- Capable of using (and supporting the use of) technological tools
- Willingness to learn new skills; open to feedback

## **PREFERRED QUALIFICATIONS:**

1. Acceptance in MSED Information Technology program
2. Some knowledge of curriculum design
3. Some knowledge of video production
4. Able to work as part of a team
5. Capable of coordinating efforts and collaborating with team members
6. Conscientious, patient, and reliable
7. Experience in customer service
8. Ability to set priorities and manage multiple activities
9. Able to produce detailed work with high degree of accuracy

*\*\* Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

**DUTIES AND RESPONSIBILITIES:**

Working with the Q Loop Leadership team, serve as the liaison between faculty and the director, conducting initial meetings to get video projects started and working with faculty and the director to produce a plan for the video.

**Major Duties**

- Follow up on project requests
- Create initial meeting plan with faculty
- Participate in regular project design meetings with Director
- Sign and collect contract, work agreement, & model releases
- Gather information and vision for project from faculty
- Collaborate on projects with team and faculty
- Research instructional materials needed in collaboration with Director
- Organize pre-production elements and communication

Other duties as necessary or assigned for the success of Q Loop Productions

**HOURS:**

Hours to be negotiated with the team at the beginning of each term.

- 19.6 hours per week (.49 FTE)
- Shifts may be adjusted in response to periodic need
- Some flexibility may be required based on the needs of projects
- Some evening and weekend work possible