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Student Employment Job Description
Firefox 90.0 / Windows 199.8.89.253
848850203

Job Title	Moodle Assistant
Department	Graduate & Professional Programs (GAPP)
Contact Person	Wendy Speakman
Title	Director, GAPP
Email	wspeakman@huntington.edu
Phone	(260) 359-4228
Federal Work Study Only	No
Number of Positions	1
Start Date	9/1/2022
End Date	May, 2023
Specific Days / Times	Flexible Monday-Friday
Wage Rate	8.25
Describe the essential functions and duties:	<p>Assist with Moodle course creation, creating quizzes, setting up calendar dates, proof reading text, uploading resources, proof reading and formatting syllabi, etc.</p> <p>Must be able to complete tasks correctly and on time while working independently.</p>
Required Qualifications	Proficient in Word
Proficiency	Microsoft Word
Preferred Qualifications:	Excellent proof reader Excellent writing skills Enjoy working on a computer
Professional Competencies:	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information.
Appropriate Dress:	Business casual (khakis)

Student Contact Procedure

Submit Resume
Email

Student Contact Email

wspeakman@huntington.edu
