



## Office of the Vice-Principal Academic & Dean

### **Sample Co-op Position 1:**

**Co-op Job Title:** *Online Educational Technology Developer*

#### **Background information:**

Due to the ongoing COVID-19 pandemic, the Department of Computer & Mathematical Sciences (CMS) is temporarily transitioning several of its courses to online delivery. We are looking for motivated and capable students to help us in this endeavour.

#### **Co-op Job Description:**

Your main role will be to provide technical support for the development of web-based course components for computer science, math and statistics courses. In particular, the role will involve porting traditionally in-person content into an online-friendly format. Duties can include creating videos, visualizations, demos, voice-overs and close captioning.

You will be responsible for meeting with course instructors to determine their specific needs, and to develop videos and other materials that meet their pedagogical and technical requirements. Other duties include assessment and testing of online platforms and educational software to connect educators to students. Code development opportunities are possible, depending on need.

#### **Skills / Qualifications Needed** <the following experience would be an asset>:

- Experience with coding in Python and C
- Video editing experience
- Web development experience
- Graphic design experience
- Human computer interaction development experience
- Accessible development experience

*Preferred Academic Programs to Recruit From:* Computer Science, Math, Statistics

### **Sample Co-op Position 2:**

**Co-op Job Title:** *Remote Delivery of Summer Courses Support*

#### **Co-op Job Description:**

Your role will include providing support to instructors navigating information, and knowledge resources, for design and delivery of remote course offerings. In particular, the role will involve researching and identifying effective mechanisms, and tools, for sharing knowledge and information to summer instructors about remote delivery. Duties can include responding to technical functionality or platform issues and inquiries, sending surveys and analyzing responses.

You will assist instructors in the implementation and testing of remote teaching tools for specific uses; this may involve playing the role of student in the course, reviewing and testing instructions for students, or could involve editing videos, and setting up tools on Quercus sites. Other duties include conducting a “*preflight check list*” for online courses (currently under development by CTSI similar to [this one](#)) with each instructor / course; and reviewing and updating Faculty webpages about summer course delivery, so that they can be effectively navigated by instructors.

**Skills / Qualifications Needed:**

- Ability to install, use, experiment with, test, and critique software tools and apps
- Excellent written and communication skills
- Strong initiative
- Ability to organize, categorize, and synthesize information
- Experience with word press and Quercus