

Distance Learning Program Support Special Assistant

Working at the National Museum of the Marine Corps

Job Description

The Distance Learning Program Support Special Assistant provides technical assistance for distance learning programs that are hosted on videoconferencing applications such as Zoom, Skype, Skype for Business, and Google Meet, or other programs as needed. The Special Assistant will be responsible for troubleshooting technical issues during live programs, assisting in creating and editing asynchronous videos, and maintaining/managing all equipment and software.

Position is limited to 29 hours per week with a term not to exceed three years. Position requires evening and weekend shifts that vary from week to week.

Duties:

- Managing the functionality of studio equipment
- Maintain an in-depth knowledge of Distance Learning programs and applications
- Assisting with administrative duties, such as responding to program requests, and maintaining scheduling calendar
- Staying up-to-date with current videoconferencing applications and trends in educational technology
- Assisting in the creation of video content
- Conducting pre-program technology tests with schools and organizations
- Assisting with the preparation of all synchronous and asynchronous distance learning programming
- Researching, recommending, and implementing new video concepts

Qualifications:

- Experience utilizing various video conferencing and streaming applications
- Strong writing skills
- Photography, video editing, and videography skills
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Illustrator and Photoshop
- Ability to multi-task and manage time effectively
- Good understanding of computer systems, mobile devices and other tech products
- Team player
- Attention to detail
- Interest in military and/or American history