

## Distance Learning Special Assistant

Working at the National Museum of the Marine Corps

### Job Description

The Distance Learning Technical Support Special Assistant provides technical support for distance learning programs that are hosted on videoconferencing applications such as Zoom, Skype, Skype for Business, and Google Meet. The Special Assistant will be responsible for troubleshooting technical issues during live programs, 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:**

- Creating and editing video content
- Researching, recommending, and implementing new video concepts
- Managing the functionality of studio equipment
- 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
- Conducting pre-program technology tests with schools and organizations
- Creating and editing outreach materials such as brochures and programs
- Assisting with the preparation of all synchronous and asynchronous distance learning programming

#### **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
- Team player
- Attention to detail
- Interest in military and/or American history