

Job Description for Temporary, Casual or Interim Positions

Job Title	Online Course Development Assistant		
Interim Job Code	INT223	Pay Grid	Temporary
Student Work Program Job Code	WPS223	Pay Grade	Level 1

Job Summary

Under the direction of the Course Instructor, support the development and composition of course materials for use in a remote teaching environment.

Accountabilities

1. Conduct literature searches on instructional topics specified by the course instructor.
2. Review and format digital instructional materials to ensure consistency and accessibility.
3. Prepare, organize and post learning materials in Avenue or other learning management system.
4. Provide feedback to the Course Instructor.

Qualifications

Education: Currently enrolled in a relevant post-secondary degree.

Experience: Not required.

Working Conditions

- Typical office environment.