**eLearning Support**

**Bemidji State University**

***TYPE OF POSITION****:* Graduate Assistantship in eLearning Support

***SALARY:*** $8,500 for the academic year, and up to 15 graduate credits of tuition waiver

***DATE OF APPOINTMENT:*** *August 17, 2021 – May 10, 2022 (with possibility of summer contract and renewal for 2022-2023 academic year), 14 hours per week*

***APPLICATION DEADLINE:*** *Until filled*

***RESPONSIBILITIES:***

**Provide D2L Training & Support for Faculty and Staff in the following areas:**

* Basic and advanced D2L Brightspace tools
* Basic course design for effective online environments
* Use of course development tools such as Respondus Quiz Generator and Mediaspace
* Use of media and other technologies to enhance the learning environment in D2L

**Assist in creating and updating training materials and website:**

* Keep D2L tutorials and video resources up to date
* Update and monitor faculty and student orientations to D2L

***QUALIFICATIONS:***

* Admitted to a master’s program at Bemidji State University
* Maintain a Grade Point Average of 3.0
* Ability to perform work duties on campus at Bemidji State University
* Experience with a learning management system, like D2L Brightspace
* Excellent communication and collaboration skills
* Excellent time/project management skills
* Excellent customer service and troubleshooting skills (common courtesy, tact, interest in positive problem solving, empathy, and the ability to listen carefully)
* Basic computer skills, particularly the Microsoft Office suite of applications
* Ability to maintain confidentiality and adhere to FERPA regulations

***PREFERRED QUALIFICATIONS:***

* Experience developing text and video training materials
* Experience using media services such as Mediaspace and Zoom

***APPLICATION INFORMATION:***Send letter of application, resume, and the names and phone numbers of three (3) references. (Persons writing letters of reference should be advised of Minnesota's open record law, which can make such letters available to applicants upon request.)

***APPLY TO:*** Beth Jensen, eLearning Support, Bemidji State University, 1500 Birchmont Drive NE #28, Bemidji, MN 56601-2699. [beth.jensen@bemidjistate.edu](mailto:beth.jensen@bemidjistate.edu)

***UNIVERSITY/COMMUNITY:*** Bemidji State University, located in northern Minnesota’s lake district, occupies a beautiful campus along the shore of Lake Bemidji. The greater Bemidji population numbers 25,000 and serves a regional commerce and health center. The University enrolls more than 5,000 students annually. Offerings include more than 50 undergraduate majors and ten graduate programs encompassing the liberal arts, interdisciplinary studies and applied fields. The University is a member of the Minnesota State Colleges and Universities System and has a faculty and staff of nearly 600. University signature themes include environmental stewardship, civic engagement and global/multicultural understanding. For further information about the University, see our website at <http://www.bemidjistate.edu>.

Bemidji State University is an Equal Opportunity, Affirmative Action Employer.