

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

eLEARNING MULTIMEDIA DESIGN INTERN

FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 C

GENERAL STATEMENT OF JOB

The eLearning Multimedia Design Intern is responsible for performing duties related to the design and development of engaging, accessible distance-learning multimedia assets. This position assists the eLearning Multimedia Designers and Web Developer in multimedia asset design and development as well as accessibility and user testing for online courses.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Apply proper tools for digital communication and graphic web production.

Review accessibility and usability of web-based learning content, including instructional videos and other eLearning multimedia.

Assist in image and video editing, and optimization for online course development.

Apply best-practices for web accessibility and branding alignment.

Provide strong technical and visual design skills.

Interpret and apply department policies and procedures and assure compliance with local, state, and federal requirements.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

MINIMUM QUALIFICATIONS

Currently enrolled in an undergraduate Digital Media, Communications, or similar program. Basic knowledge of visual design principles and learning theories.

PREFERRED QUALIFICATIONS

Currently enrolled in an undergraduate with a minimum GPA of 3.0 in Digital Media, Communications, or similar program.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.
Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of visual thinking to define problems, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of assigned topics.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 08/2020