

**Office of Human Resources & Labor Relations**  
**Graduate Assistantship Position Announcement**

For Fall 2017, Spring 2018, Summer 2018

10 hours per week

Supervisor/Program Coordinator: Kristina Wood, [kwood@bloomu.edu](mailto:kwood@bloomu.edu)

This position will involve the general tasks of an instructional designer and professional development coordinator. It includes design, development, and coordination of training and professional development for University faculty and staff. Specifically, we are looking for someone who is able to independently develop training modules. The position may involve assistance with stand-up training.

This purpose of this position is to support professional development at Bloomsburg University of Pennsylvania. Development timelines will be fast-paced. Previous comparable development experience is preferred.

Other responsibilities include, but are not limited to: development of timelines and project plans; job aid development; assist faculty and staff with associated questions; and assist in marketing materials as well as registration management.

**QUALIFICATIONS:**

- Enrolled in a minimum of 9 credits each semester
- Ability to work 10 hours per week (150 hours for Fall and Spring, 120 hours for Summer)
- Self-motivated and ability to work independently and with faculty and staff
- Ability to meet deadlines and provide deliverables within timeline targets
- Possesses a positive attitude towards learning
- Communicates effectively through written, oral, and visual means
- Ability to present to small and large groups
- Ability to analyze, design, develop, implement and evaluate training (ADDIE)
- Maintains confidentiality (required to sign confidentiality agreement)

If interested, please submit a complete Graduate Assistantship application and resume to: Kristina Wood, Assistant Director for Employee Services, [kwood@bloomu.edu](mailto:kwood@bloomu.edu).

Position will be open until filled with priority consideration for applications received by April 21, 2017.