



Internship Opportunity Internet-Based Media Intern

General Information

The Internet-Based Media Intern assists the Instructional Technology team with the use and support of website creation software such as iWeb and Dreamweaver, podcasting using GarageBand and fully online tools, virtual worlds using Second Life and the documentation, development, testing, support and basic administration of web applications such as are used for blogs, podcasts, and wikis. Another major part of this position is image testing, which involves looking for issues in many different applications on both Windows and Mac OSX platforms. The intern will work with a diverse set of applications that may include desktop applications, web applications, custom code, Blackboard, and other programs. A large component of this position will be providing support for course projects that make use of websites and online media. The intern will also develop an awareness of the technologies available to the campus community and will be able to use the available and developing technologies together to achieve specific outcomes. The position will involve both development of digital objects and resources and direct student and faculty support.

Responsibilities

- Create, administer and support digital resources such as podcasts, websites, virtual objects, blogs and wikis
- Test Mac and Windows software installations
- Perform entry of data for tracking and content organization
- Assist with support of desktop applications such as GarageBand, iWeb, and Photoshop
- Participate in weekly Multimedia Presentation Center (MPC) shift duty
- Assist staff in setting up, configuring and administering web applications
- Assist professional staff with administrative duties
- Perform testing of Blackboard CMS
- Communicate with faculty, staff and students about use of available technologies
- Communicate with other department interns including attending intern meetings and participating in intern and lab consultant training

Requirements

- Creativity and enthusiasm
- Desire to teach others how to use technology
- Excellent written and oral communication skills
- Ability to independently learn, use, and evaluate new and unfamiliar software
- Strong problem solving skills
- The ability to work cooperatively and as part of a team

This is a paid internship, requiring the ability to work at least 17 daytime hours per week during the academic year, with the opportunity to work 35 hours per week during the summer. Our interns have an excellent record of job placement.

Please submit resume to: Jim LaVere, Instructional Technology Specialist
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