



# Talent Management



## TEAM ASSOCIATE OPPORTUNITY

<b>Job Title:</b>	<b>Instructional Design Intern</b>
<b>Status:</b>	Part-time – 15 hours on site/virtual per week
<b>Reports To:</b>	Learning Design & Media Associate
<b>Location:</b>	Houston, TX
<b>Closing Date:</b>	Final Internship Class Session

## POSITION OVERVIEW:

**Instructional Design Intern** that researches, designs, and develops innovative and practical learning solutions that support the needs of both the business and the learners, while also updating and repurposing existing learning content. He/she will also assist in maintaining EdOpp's archive of digital images, videos, and other content. The intern will maintain EdOpp's presence on various social media platforms and help create and publish content that is relevant to our customer base. He/she will regularly analyze and report on the activity on social media networks as well as the EdOpp website. At the conclusion of the internship, interns will provide senior management with a professional presentation sharing project overviews, findings, and future recommendations.

## RESPONSIBILITIES:

- Quickly synthesize course content to identify visual elements such as: graphics, video, polls, and other multimedia for a highly engaging, interactive design.
- Use PowerPoint and Canva to draft screen layouts, graphics and interactions appropriate to the content.
- Occasionally assist in production (graphics placement, animations, audio importing & editing)
- Work with subject matter experts and content developers to collect feedback and integrate it into the next course draft.
- Proof course at multiple stages of development and make or document required changes.
- Work with client personnel via email, phone, and in person to collect information needed to complete modules.
- Define project schedules and manage multiple projects simultaneously with the Learning and experience team.
- Keep track of project tasks and status using online project management software.
- Maintain client confidentiality.
- Complete various training, project management, and administrative tasks as needed.
- Participate in team brainstorming and strategy meetings to help define goals and direction. Keep up to date on learning tools, trends, and ideas.



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**Discover Learning & Strategy at Work: [www.edoppsolutions.com](http://www.edoppsolutions.com)**

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- Assist with moderating virtual classes to maintain facilitator excellence and student engagement.
- Identify and help virtual students through troubleshooting if problems arise in the virtual classroom.
- Regularly observes the online activity of top competitors and other industry-related media outlets to research and report on “social media best practices”.
- Completes other research projects as assigned.
- Reviews class evaluation data on the performance of classes to optimize the design of future learning experiences.

## REQUIREMENTS

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Detail oriented with strong written and verbal communication skills.
- Experience with Microsoft applications, basic photo editing and video editing software, and internet browsers. Experience with Photoshop, InDesign, Canva or MavSocial/HootSuite a plus.
- Familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter, Google+ and LinkedIn.
- Available to work 15 hours per week.

## EDUCATION

Working towards a bachelor’s degree in Marketing, Graphic Design, Visual Communications, Instructional design, Human Resources, or related field.

## ELIGIBILITY

This is a part-time internship and we require that you bring your own computer to complete internship projects and tasks. While the internship is unpaid, we are able to provide academic credit and a stipend based off job performance. Candidates should maintain a positive attitude under pressure, exhibit a strong work ethic, and enjoy working with a wide range of personalities. Most importantly, the candidate should be flexible and willing to take on multiple tasks in a start-up, fast-paced environment. This internship will benefit someone who is interested in marketing, graphic design, visual communications, education, community relations, and audience development.



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