



Professional Opportunities Related to Educational Technology

The West Los Angeles College Title V Cooperative Project is looking for qualified trainers in the following areas related to educational technology. Trainers will design, develop, and conduct group and/or one-on-one training, and develop and provide training materials (handouts, guides, etc.).

Email your resume and cover letter indicating areas of interest to Mary-Jo Apigo at apigomj@wlaac.edu.

ETUDES-NG Certification

- Provide training to certify faculty to teach on ETUDES-NG. Provide an overview of general system navigation including ETUDES-NG tools and features.

Instructional Designer

- Assist faculty members in the design, development, and support of effective online courses, including instructional web content, graphics, interactive exercises, assessments, and online communication.

Podcasting

- Provide an overview of iPods and podcasting technology including searching for relevant podcasts to supplement course material and downloading/subscribing to podcasts.
- Work with faculty to create podcasts - recording (audio and video), editing, uploading.

Web-design using **ADXStudio**

- Provide training on general navigation of system including creating pages, adding content, uploading files and pictures.

The **ESC** (Electronic Schedule Change) system and general class scheduling guidance

- Provide training on general navigation of system including submitting changes, performing queries, printing reports.

BW (Business Warehouse for financial and HR reporting)

- Provide training on general navigation of system including performing searches, viewing reports, creating bookmarks, overview of types of reports.

PCR (Personnel Change Request) and general hiring procedures

- Provide training on general navigation of system including submitting assignments and searching current/pending assignments.

Switching from a **PC to a Mac**

- Provide training on general navigation of the Mac operating system including file management and how to perform Windows tasks on a Mac.

Free, **online resources** for classes

- Provide training on free, online resources available for courses including e-books, online tutorials, reusable learning objects.

Developing and producing **multimedia material** for the classroom

- Provide training on using software programs to develop and record audio/video material and work with faculty to integrate the material into online courses using ETUDES and/or face-to-face courses.