

Job Title: Academic Programs – Hybrid Course Facilitator
Federal Work Study (4 positions available)

Roles & Responsibilities:

Provides technical support for on campus classes taught in a hybrid format (i.e., some students in person, some virtually attending) including:

- Attend hybrid courses and facilitate the hybrid (Zoom) portion of the course
- Manage Zoom screen sharing, breakout groups, and online chat comments and questions
- Record and manage stored recording of course as needed
- Coordinate with course instructor on additional tasks as needed
- Other duties as assigned

Qualifications:

- Proficiency in use of Microsoft Office Suite and Zoom
- Ability to effectively coordinate with instructors
- Accuracy and attention to detail
- Ability to work independently
- Must complete an AVI classroom technology training session with Erikson IT staff upon hiring

To Apply:

Please email a cover letter and resume to:

Monique Foster

Sr. Associate Director of Financial Aid

Erikson Institute

451 North LaSalle Street

Chicago, IL 60654

email: mfooster@erikson.edu