

Online Instructional Design Assistant

Are you interested in helping your country become a Weather Ready Nation? The National Weather Service Training Center is currently developing online modules to train our employees on impact-based decision support services. This is a major step towards becoming a Weather Ready Nation. We are looking for student interns to help us organize and build web pages.

Responsibilities

- Collaborate on best approach to present and package upcoming training
- Create user-friendly web pages to introduce training, launch modules, and provide supplemental information
- Style and upload exercises, resources, and certificates to the NWS Learning Center
- Document all pages, paths, and progress for archival and editorial purposes

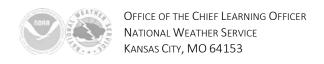
Qualifications

- Currently enrolled full-time in an accredited undergraduate or graduate-level program is highly desired, but will consider applicants enrolled in a trade school, community college, or vocational school.
- Computer science, instructional technology, graphic design, or related major
- Experienced with Windows 7 and PC environments (no Mac-only users please)
- Proficient in HTML, JavaScript, and CSS (at minimum), specifically in-line coding
- Excellent oral and written communication
- Familiarity with basic concepts of Learning Management Systems (preferred)
- Experienced with Adobe Creative Suite, especially Dreamweaver (preferred)

Requirements

The selected candidate must:

- Be at least 18 years old at the beginning of appointment
- Be a U.S. Citizen (proof required upon selection)
- Pass a fingerprint/background check upon selection
- Able to work from our office in Kansas City, Missouri (remote internships are not available)
- Enroll in a 3-hour internship or 3-hour self-study course (if credit is desired) through his/her university and provide any paperwork required to receive credit at the start of the semester
- Work 10-15 hours per week (for up to 120 hours per semester)



How to Apply

To apply, please submit the following to the mentor listed below:

- Compelling cover letter explain why you're interested in the "Online Instructional Design Assistant" internship, indicate your availability and preferred start and end dates, and mention where you saw the internship advertised
- Resume no more than two pages
- List of all relevant coursework completed
- Samples of relevant existing work limited to five pages or less
- References please include 2 references to your work such as professor or TA

Application Deadline: Friday, April 8, 2016 Selections Made By: Early May, 2016

Report to Work: Early June (start of summer semester)

Mentor Contact Information

Email Application Documents to: Megan Taylor Research Associate megan.taylor@noaa.gov

Alternatively, you can mail application documents to: Megan Taylor National Weather Service Training Center 7220 N.W. 101st Terrace Kansas City, MO 64153

For Questions:

Email: megan.taylor@noaa.gov

Phone: 816-994-3069