



OFFICE OF THE CHIEF LEARNING OFFICER
NATIONAL WEATHER SERVICE
KANSAS CITY, MO 64153

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)



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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