



**Office of the Dean
Project Coordinator (Student Assistant)**

Position Description

The student project coordinator will provide coordination on a range of projects, including:

- Online teaching planning and implementation plan summer/fall/winter.
Tasks will include:
 - Coordination with Learning Commons to establish professional development sessions for instructors and students;
 - Scheduling of fall and winter courses and management of course descriptions;
 - Oversight of instructional designers, scheduling, and interface with instructors and student interns;
 - Work with instructional design and production digital media crews in the preparation of learning materials;
 - Coordination digital content with Learning Management System, Brightspace, synchronous and asynchronous classrooms.
- Design and Development of Certificate in Creativity, Innovation and the Entrepreneurial Mindset.
 - Coordination of meetings of instructors;
 - Preparation of course descriptions;
 - Scheduling of course components;
 - Contract management for design and delivery;
 - Work with digital media production team in the preparation of learning materials.

Learning outcomes:

Student assistant will acquire stronger skills and capabilities in: project management, information management, interdepartmental team work and collaboration, enhanced understanding of design and delivery of new programming, contracting and financial management.

The student intern will gain a stronger understanding of digital learning, digital media production and management of LMS.

Applications must be submitted by July 10, 2020. Please send resumes to the NSCAD Dean's Office at dean@nscad.ca.