



# Online Learning Course Production Assistant

## Job Summary

As a Course Production Assistant with the Office of Academic and Learning Innovation at CU Boulder, you will support Learning Experience Designers (LXDs) in developing courses hosted on Coursera, a global learning platform. Responsibilities include editing course materials, formatting materials for accessibility, and uploading course content to Coursera's platform. While this role is primarily charged with supporting course development, you may be assigned other projects to address emergent needs.

## Who We Are

The [Office of Academic and Learning Innovation](#) (ALI) is an agile and responsive unit in the Division of Academic Affairs tasked with designing next-generation learning experience that engages the local and global University of Colorado Boulder community. Our mission is three-fold: **inspire** a re-imagination of teaching and learning, **expand** access to high-quality learning experiences, and **transform** higher education for the 21<sup>st</sup> century. Our work spans innovative on-campus program development, Massive Open Online Courses (MOOCs), scaled degree programs and certificates, and designing new business and technical processes to support our academic vision.

## Responsibilities

As a Course Production Assistant, you may be asked to support LXDs by doing any or all of the following:

- Update course content according to LXD guidance.
- Provide feedback to LXDs on course content from a learner's perspective.
- Format instructional materials according to accessibility guidelines.
- Upload content to the Coursera platform.
- Configure platform settings and input metadata for courses.
- Assist LXDs with pre-launch reviews of courses and provide feedback to LXDs.
- Review and/or revise learning materials in live courses.

You may also be asked to:

- Review and/or edit learning materials.
- Draft or proofread supporting content (e.g. vocabulary lists, study guides, summaries).
- Draft or proofread quiz questions, rubrics and other assessment content.
- Draft or proofread supporting visuals or graphics.
- Draft or edit programming assignments on Coursera's platform.



- Join design meetings with LXDs and instructors.
- Review content in live courses to identify areas for improvement.
- Perform other internal course-related tasks as needed.

## **Qualifications**

### **Required Skills and Experience**

We are looking for candidates with intermediate or advanced proficiency in the following areas:

- Editing and proofreading English language content
- Familiarity with Microsoft (MS) Office tools
- Attention to detail and ability to follow instructions

To be successful in this role you must also:

- Efficiently manage multiple projects simultaneously.
- Communicate effectively and professionally with faculty and ALI team members.
- Follow instructions meticulously and pay close attention to detail and consistency.
- Adhere to conventions for user-centered and accessible design.
- Adapt flexibly to changes in project and instructor requirements.
- Approach unexpected challenges with a positive, solution-oriented mindset.
- Meet deadlines and proactively communicate availability and bandwidth.
- Embrace autonomy and self-driven work as well as creative and executive collaboration.

### **Preferred Skills and Experience**

Candidates who also have proficiency in the following skills will be given priority:

- Collaborating in Microsoft Suite and Google Workspace.
- Conducting meetings over Zoom and/or Teams.
- Creating accessible documents and/or adapting documents for accessibility.
- Creating, editing, or adapting materials for any kind of instruction.
- Online Teaching and Learning, or Learning Design Principles
- Experience with any Learning Management System/s (LMS) as an author and/or user.
- Familiarity with user- and/or learner-centered design.
- Experience using AI to generate and refine content.

Candidates who have proficiency in the following technical skills and have interest in assisting with development of programming assignments should highlight this in their application materials:

- Familiarity with Python, R and/or Java.
- Familiarity with Jupyter, RStudio, and/or VSCode.
- Familiarity with Docker.



## Work Modality and Expectations

**This role is remote and largely asynchronous.** You will be expected to respond to communications in a timely manner and participate in meetings with faculty and/or ALI team members as necessary during standard working hours (Monday through Friday, 8 a.m. to 5 p.m. MT). However, independent work hours are flexible and can take place at any time throughout the week as long as deadlines are met. We occasionally offer in-person work outside of standard business hours to support events, but your participation is optional.

**The weekly time commitment varies.** Your workload will vary based on the availability of course development projects. During periods of reduced course-related activity, we may assign internal projects unrelated to course development or respond to emergent needs. We do our best to offer a minimum of 5 hours per week, and typically expect candidates to work at least 10 hours per week.

*Student workers'* hours are limited by [campus policy](#) during the academic year: undergraduates may work a maximum of 25 hours per week, while graduate and international students may work up to 20 hours per week. In the summer, we may be able to offer up to 40 hours per week, depending on your work eligibility and ALI's support needs.

*Non-student temporary hires* may work up to 40 hours per week, contingent on ALI's project availability and support needs.

**You must provide your own computer.** If required, specialized software will be provided through CU Boulder or ALI.

## What We Can Offer

This position offers a starting compensation of **\$17 per hour**. This role includes a 60-day probationary period. Following this period, we will conduct a performance review. Depending on your performance, there is potential for a compensation increase of **up to \$3 per hour**.

Work study is available and encouraged.

## Application Instructions

Please submit the following materials to [ali@colorado.edu](mailto:ali@colorado.edu).

1. Current resume
2. Cover letter that specifically tells us how your background and experience align with the requirements, qualifications and responsibilities of the position
3. Recent sample of relevant work that demonstrates the skills you bring to this position (e.g. a learning guide, a short writing sample, slide presentation, etc.)

This position will remain open until filled.



## Office of Academic and Learning Innovation

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