Position Title: Educational Technology Intern  
Date Prepared: 5/22/2024  
Department: UD Career Center  
Incumbent: New  
College/Admin Office: Student Life  
Prepared by: Rachel Coppola  
Location: Newark  
Title of Supervisor: Associate Director, Academic & Career Integration  
Grade: Part-time ($22.00/hr)

Context of the Job:  
The UDCC collaborates with academic, Division of Student Life (DSL), and administrative units on institution-wide student and postgraduate success initiatives by integrating life design, career education and preparation, professional connections, internships, career experiences, and mentoring into the academic and co-curricular undergraduate and graduate student experience and by partnering with employers, alumni, and workforce development organizations. The UDCC comprises the Life Design & Career Integration and the Career Connections & Experiences teams.  

The Educational Technology Intern will primarily support the UD Career Center’s Canvas projects. This role will focus on enhancing user experience (students, faculty, and staff) as well as ensure Canvas content is engaging, relevant, and educational. The intern will be expected to research and employ educational technology best practices designed to make a meaningful impact on student learning within the digital sphere.

Key Responsibilities:  
User Experience (UX) Design:  
- Assist in the design and development of user-friendly interfaces within the Canvas LMS.  
- Conduct user research to understand the needs and preferences of our target audience.  
- Create wireframes, prototypes, and user flows to illustrate design ideas specific to Canvas.  
- Collaborate with UX designers to implement best practices for accessibility and usability within Canvas.

Content Development:  
- Work with subject matter experts to develop engaging and interactive content for Canvas courses.  
- Assist in the creation and curation of multimedia resources (videos, podcasts, infographics) optimized for Canvas.  
- Ensure content is pedagogically sound and aligned with learning objectives.  
- Monitor and analyze content performance and learner engagement metrics on Canvas.

Quality Assurance:
• Conduct usability testing to identify and resolve UX issues within Canvas.
• Review and edit content for clarity, accuracy, and relevance.
• Ensure all content meets our quality standards and is optimized for various devices used to access Canvas.

Project Support:
• Collaborate with cross-functional teams, including instructional designers, developers, and marketing.
• Support the implementation of new features and updates on the Canvas platform.
• Assist in managing timelines and deliverables to ensure project milestones are met.

Research and Innovation:
• Stay up-to-date with the latest trends and best practices in educational technology, UX design, and Canvas functionalities.
• Suggest and implement innovative solutions to enhance learner engagement and satisfaction on Canvas.
• Participate in professional development opportunities to continuously improve skills.

Qualifications:
• Currently pursuing a degree in Educational Technology, Human-Computer Interaction, Instructional Design, or a related field.
• Strong interest in user experience design and educational technology.
• Basic knowledge of UX design tools (e.g., Sketch, Figma, Adobe XD).
• Experience with content creation and multimedia production.
• Excellent communication and collaboration skills.
• Attention to detail and a commitment to producing high-quality work.
• Ability to manage multiple tasks and meet deadlines.

Preferred Skills:
• Familiarity with Canvas LMS and its features.
• Experience in conducting user research and usability testing.
• Knowledge of HTML/CSS and basic web development principles.
• Creative problem-solving abilities and a proactive mindset.

What We Offer:
• Hands-on experience in a dynamic and innovative ed tech environment.
• Mentorship and professional development opportunities.
• The chance to contribute to meaningful projects that impact learners worldwide.
• Flexible work hours and a supportive team culture.

How to Apply: Interested candidates should submit a resume, cover letter, and portfolio (if applicable) demonstrating their UX and content development experience. Applications can be sent to udcareers@udel.edu
Join us in shaping the future of online education and making learning accessible and engaging for everyone on Canvas!