Educational Technology Internship: IS&T’s Educational Technology, Training and Outreach Unit (ETTO)

Information Services & Technology (IS&T) is staffed by more than 400 people who work in multiple buildings across the Charles River Campus. IS&T is organized around the framework of Service Management, and many of our staff members are ITIL certified. IS&T provides best-in-class IT services to support outstanding education, preeminent research, vibrant campus life, and effective administration. IS&T is a leader within BU, and among peers, in technology service quality and agility, founded on best practices and innovation.

IS&T’s Educational Technology, Training and Outreach Unit (ETTO) offers a number of services that directly support teaching and learning, including classroom technology, learning management systems, e-portfolios, classroom lecture capture systems, audience/student response systems, and assessment systems. Educational Technologists are available to help faculty optimize the use of these systems. These services focus on making teaching and learning more effective, both in the classroom and online, and on simplifying many aspects of course management.

This experience will provide the intern an opportunity to work with one of our Educational Technologists to provide educational technology services to different administrative groups within Boston University that need assistance in developing and delivering training to advance the unit’s mission.

The student intern can expect to leave the experience with a stronger understanding of educational technology and how it is used to support education and training efforts.

Responsibilities

This intern position will:

- Learn about and develop BU specific documentation for newly adopted educational technologies
- Interact with BU academic staff and gain insight into the aspects of administering a large institution of higher education
- Work closely with educational technology subject matter experts and support them in their service to the university community
- Develop multimedia content under guidance of media professionals
- Gain exposure to the principles and processes of instructional design with hands-on experience creating training materials

The ideal candidate possesses the following qualifications:

- An interest in education and technology
- A desire to learn
- Good interpersonal skills
- Strong verbal and written communication skills
- Ability to work on a team
- Strong organizational skills
- Attention to detail and deadlines
Comfort with digital technology
Creativity and flexibility

Professional Growth and Development:

In this internship the intern can expect to leave the experience with a stronger understanding of, or ability to do, the following:

- The process of developing sound instruction using the instructional design process
- The role technology plays in the development and delivery of instruction and training
- Project management skills
- Verbal and written communication skills
- Organizational skills
- Familiarity with Instructional Design and Educational Technology as career paths
- Competency designing technologies to enhance teaching and learning
- A systematic design and problem solving experience
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel) to support the development of materials