Instructional Design and 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 instructional design and educational technology services to different administrative groups within Boston University that need assistance in developing and delivering training to advance the unit’s mission. Areas could include Sustainability, Safety, IS&T Help Center, SAP, Financial Affairs, HR, Admissions, Educational Resource Center, Student Housing, and Facilities (among others).

The student intern can expect to leave the experience with a stronger understanding of the instructional design process and knowledge of how instructional designs, along with technology, are leveraged to support education and training efforts.

Responsibilities:

Educational Technologist/Instructional Design position will act as a resource to staff in the design, development, and management of technology-mediated teaching and learning.

More broadly, the position will provide consultation and training to faculty and staff on the effective use of instructional design and various educational technologies. Using a developed framework, the intern will assist in designing and developing training programs, while assisting administrators in understanding instructional design and the related pedagogical principles, while producing technology-mediated learning experiences for faculty, staff, and students.

This intern position will:

- Assist in the process of designing and building course materials, including designing and developing instructional material for traditional and innovative instructional environments, including guides for courses and/or program components. Develop project timelines for new and revised courses
- Develop multimedia components using Flash, working with other media partners and internal media producers to build interactive courses. Provide design and production assistance to faculty in the development of mediated instructional methods
- Assist in identifying innovative and effective traditional/hybrid learning techniques
- Work with our Educational Technologist to explore emerging technologies.
- Promote the value of using instructional design and technology in the development and deployment of training.

Research and create a resource of best practices.
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
- Strong computer technology skills
- Creativity and flexibility
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel), Learning Management Systems, and video production software to support the development of materials.

Professional Growth and Development:

In this internship, 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