



**Our vision is to be a powerful force for improving the quality of life in our community.**

**Lower Columbia College is accepting applications for a Part-Time Hourly/Temporary eLearning Program Assistant**

(75 hours or less per month)

Lower Columbia College is seeking applications for an eLearning Program Assistant who will be responsible for assisting in the daily eLearning office operations, including supporting faculty, staff, and students with their eLearning needs. The Program Assistant will be part of the Learning Commons team, supporting student success in a busy learning environment. This position works closely with instructional deans, faculty, staff and students and reports to the Director of eLearning.

**Major responsibilities include:**

- Assist faculty, staff, and students with technical issues associated with LCC's eLearning management systems, web conferencing, lecture capture, and other learning technologies supported by eLearning
- Provide support to students and staff in the busy Learning commons
- Coordinate the day-to-day details of courses, accounts, enrollments and groups within eLearning Management Systems, including Canvas and My Math Lab
- Assist in the basic review of online course structure for readiness purposes
- Test new and emerging technologies for instructional purposes
- Create video and picture tutorials on eLearning technology and processes used by Faculty, Staff, and Students
- other duties as assigned

**Desired Qualifications:**

- Demonstrated ability to work independently and collaborate on projects; Demonstrated ability to be organized, detail oriented, and effectively work with multiple interruptions and prioritize tasks; Intermediate to advanced knowledge of MS Office products and Google Apps for Education; Excellent interpersonal and communication skills; Excellent problem solving skills

**Position pays \$13.34 per hour with no benefits. Open until filled.**

**Application Procedure**

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check Form
- An Applicant Data Form (optional)

Application materials are available online or at:

**Human Resource Services**

Administration Building, 1st Floor  
Lower Columbia College  
1600 Maple Street  
Longview, WA 98632

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

**Equal Employment Opportunity Employer**