Job Description

POSITION: Continuing Education Assistant
SUPERVISOR(S): Director of Continuing Education, Meera Hoffman (ce@aoma.edu)
SUPERVISES: N/A

GENERAL DESCRIPTION
- Assists in the filming, editing, production, promotion, administration of online continuing acupuncture education videos.
- Approximately 10 hours per week.

DUTIES
- Film footage from CE classes
- Edit footage using Camtasia software (training provided – software is very intuitive to use)
- Produce & post videos to our online system
- Provide support for registrants
- Print & email certificates upon successful course completion
- Assist with speaker communications and CE applications when necessary
- Perform other duties as assigned.

MINIMUM REQUIREMENTS
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Experience and knowledge of computer software including Microsoft Office (esp. Outlook, Word and Excel).
- Ability to complete assignments that require attention to detail.
- Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

HOW TO APPLY
Send cover letter and resume to ce@aoma.edu