



# HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue • Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • [www.hchc.edu](http://www.hchc.edu)

## **Distance Education Technology Assistant**

Part-time (4–5 hours per week)

Positions - 1

Job Duration: Fall Semester, possibly continuing into Spring Semester

### **Summary:**

Under the direction of the Director of Distance Education, supports faculty in the use of communication technologies, assists in preparing course materials for online delivery, and helps with creation of basic digital learning content.

### **Faculty Learning Technology Assistant Responsibilities:**

- Assist faculty with organizing and maintaining course content in Canvas
- Format and upload instructional materials, readings, assignments, and announcements
- Assist with the recording and publication of video lectures using Zoom and Canvas Studio
- Develop simple faculty resource guides and technology tutorials
- Provide courteous and timely support to faculty using educational technology tools
- Identify recurring faculty support needs and communicate recommendations to the supervisor
- Assist with Zoom training and video recording

### **Faculty Learning Technology Assistant Requirements:**

- Current Hellenic College Holy Cross student in good academic standing
- Strong digital literacy and comfort learning new technology platforms
- Familiarity with Canvas, Zoom, Google Workspace, and Microsoft Office applications
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to work independently and manage assigned projects
- Interest in education, instructional technology, communications, media production, or related fields
- Ability to maintain confidentiality and professionalism when working with faculty materials

Position reports to the Director of Distance and Continuing Education.

**Email Work Study application to Erika Veth: [eveth@hchc.edu](mailto:eveth@hchc.edu)**

Wage: \$18.00 per hour

*Hellenic College Holy Cross is an Equal Opportunity Employer.  
A diverse workforce and inclusive culture are valued.*