# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>LITS Faculty Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Coursera Production Assistant</td>
</tr>
<tr>
<td>Classification Level</td>
<td>Hourly Rate: $15 Available openings: 1</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10-20</td>
</tr>
<tr>
<td>Specific time periods</td>
<td>currently hiring for FALL 2014</td>
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<tr>
<td>Work Schedule</td>
<td>To be determined, but will include times falling between 8-5 on weekdays at Woodruff Library, Room 208</td>
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</tbody>
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## Responsibilities/Duties:

Emory’s Coursera initiative supports the creation of massive open online courses (MOOCs), specifically the creation of course materials including video lectures and online course environments. Graduate student staff will support the video editing and review process, as well as support copyright compliance.

Specific duties include, but are not limited to:

- Assist in the video editing process using Adobe Premiere and related tools
- Provide support to the video team during filming as needed
- Review videos and materials for quality/accuracy
- Collect and prepare images and citations/references for videos
- Research, collect, and secure copyright permissions for images, text, and videos
- Manage copyright documentation and maintain permissions files
- Provide additional support as needed to the Coursera team

## Requirements:

- Ability to work with university students, faculty, staff, and visitors, demonstrating professionalism, dependability, punctuality, and strong interpersonal skills
- Ability to adhere to a set schedule, working a minimum of 10 hours per week
- Experience using Macintosh operating system
- Experience with video editing (Adobe Premiere a plus, but not required)
- Strong investigative and research skills
- Strong communications skills (written and verbal)
- Desire to learn new technologies and skills
- Strong work ethic
- Ability to work with appropriate independence

## Interviewer Name
Shannon O'Daniel

## Contact Number and/or Email
lits-studentjobs@emory.edu

## Form Submitted by
Shannon O'Daniel

## Date
10/22/14