



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Information Systems and Technology (IST)

Main Responsibilities

Please provide a short Description of the main responsibilities of the trainee:

Responsibilities may include:

- *Management of Moodle courses/accounts/tools*
- *Provide support to stakeholders and internal teams in the area of multimedia, course cloning, coping, backing-up, retrieving and setup processes*
- *Monitoring of system effectiveness in satisfying user needs*
- *Working with end user support services (Help Desk) for roll-out, issue resolution and quality user experiences*
- *Create multimedia materials to complement e-learning and hybrid courses*
- *Creates content using video, photography, motion graphics, illustration, HTML and sound*
- *Develops interactive tools and systems to promote learning, reinforcement, and retention*
- *Designs, develops, and delivers engaging media packages for websites, tutorials, webinars, group presentation*
- *Provides multimedia design guidance and support*
- *Promote campus engagement through the use of the Cisco Digital Media System (multimedia design tools), and other visual/animation software*
- *Design and develop innovative, creative online learning mechanisms and recommend best practices in the use of multimedia for learning and assessment*
- *Collaborate with multimedia team to enhance technology use and increase engagement in university halls and other presentations, and to develop multimedia-enhanced general communications and promotional materials*
- *Assist multimedia team in designing and delivering remote instructional and outreach events via live/recorded webinars*
- *Support the IST in **researching**, testing, and identifying tools and technologies for innovative and effective online communications and training*
- *making technical recommendations*
- *producing, demonstrating and receiving feedback about ideas*
- *creating multimedia designs*
- *keeping up-to-date with technological and software developments*
- *testing products for errors and making amendments*

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

Please provide a short Description:

Trainee will gain hands on experience on multimedia technologies for learning purposes. Specifically the trainee will learn how to configure, administer and maintain moodle learning management system. Moreover the trainee will have the chance to work on innovative technologies that enhance learning experience like video conferencing, live streaming and 3D virtual worlds. Finally will be able to learn how to troubleshoot multimedia related problems on real case scenarios and get practical knowledge on audio visual systems and technologies

Responsible Contact Person/Mentor throughout the Traineeship Period:

Please provide the name and email address of the responsible contact person mentor/ throughout the traineeship period:

Nicos Ioannou
nicos.ioannou@cut.ac.cy

Working Hours

38 hours/week- 5 days a week

Provisional Start date and End date (dates are subject to approval by the Sending Institution)

Start Date: Click here to enter text.

End Date: Click here to enter text.

Required Qualifications

Desired Level of Studies (Please choose-multiple choices are possible)

Undergraduate Post-graduate Doctoral Recent Graduate No preference

Linguistic Skills (Please refer to the desired linguistic skills, e.g. Fluency in English both oral and written and/or other languages)

Fluency in English oral and written

Academic and Other Qualifications (Please refer to the desired academic qualifications)

- *Educated to at least undergraduate/postgraduate/doctoral level in multimedia, educational/academic technology, graphic design, instructional design, or related field*
- *Experience providing customer support in the use of educational technologies*
- *Experience using and supporting Macintosh and Windows workstations, as well as iOS and Android-based mobile devices*

- *Proficient user of productivity software including word processors, spreadsheets, and presentation software, including Microsoft Office and Apple iWork*
- *Experience selecting technology-based methods and techniques to obtain solutions to instructional and learning problems*
- *Experience designing, managing, and providing support for courses developed using a learning management system*
- *Knowledge of educational design practices and the effective use of technology to support educational activities*
- *Experience developing and delivering in-person training workshops*
- *Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Excellent written and oral communication skills*
- *Experience supporting educational technology in an academic setting*
- *Experience designing, managing, and providing support for courses developed using the Moodle learning management system*
- *Experience using and supporting online learning technologies, such as wikis, e-portfolios, web conferencing tools, and e-books*
- *Experience developing online training modules, including screen recordings and other videos, using tools such as Articulate Studio and Camtasia*
- *Practical experience with web development technologies, such as HTML and CSS*
- *Practical experience with image creation and manipulation using tools such as Photoshop and Illustrator*
- *Experience designing, managing, and providing support for courses developed using the Moodle learning management system*
- *Experience with creative problem solving*
- *Strong interpersonal skills and ability to work closely with a small team of technicians*
- *High level of communication and interpersonal skills and the ability to adopt to a multicultural /multinational environment;*
- *High level of organizational, analytical and problem-solving skills.*

Application Procedure and Deadline

If all of the above sounds exactly like you then send us your CV and a brief cover note explaining:

1. Why you would like to have an Erasmus+ traineeship period at CUT.
2. Why you feel you would be ideal for the role.

Email us at incoming@cut.ac.cy with Subject Title: ERASMUS+ traineeship@CUT

Deadline: (to be filled by the Erasmus Office)