



Part Time Course Migration Specialist

Point University is a private institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Responsibilities

- Work closely within two learning management systems.
- Input information via copy/paste or importing.
- Assist with embedding and linking multimedia.
- Review content in detail for both accuracy and errors.
- Compare and contrast settings and features.
- Send daily email reports to supervisor.
- Other tasks may be assigned

Hours:

Hours will be coordinated with supervisor and may vary depending on project deadlines and support needed. Available work hours range between 8am – 5pm. Course Migration Specialist will work a maximum of 20 hours per week.

Requirements:

- Must be proficient in technology and able to learn new skills quickly.
- Ability to follow directions closely and multitask.
- Responsible and reliable individual.
- Ability to work independently and with a team.
- Excellent listening skills and communication skills.