



JOB DESCRIPTION

Position Title: Publications and Distance Education Intern Temporary, part-time
Department: Content Delivery **FLSA Status:** Non-Exempt
Reports to: Managers, Publications and Distance Ed **Effective Date:**

BASIC FUNCTION

Provides support for the development and implementation of print and distance education products and Annual Meeting Bookstore. Participates in department projects.

DUTIES AND RESPONSIBILITIES

PUBLICATIONS (45%)

- Manages the production processes involved in print production and delivery into inventory
- The prep and post work for the AADE Bookstore

DISTANCE EDUCATION (45%)

- Assists with the production and development of distance education offerings (webinars, webcasts, and other) using Adobe Connect, PowerPoint, and Dreamweaver
- Reformats and proofs PowerPoint slides and other materials for consistency

ADMINISTRATIVE (10%)

- Develops, analyzes, and distributes statistical reports on program attendance/sales, evaluation results, and project documentation for various committees, staff, and/or leadership as requested
 - Updates and maintains product-related content on the AADE website
 - Develops and maintains efficient and effective file management for all product and CE documentation
 - Other duties as assigned
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MINIMUM QUALIFICATIONS

- Bachelors candidate in an accredited university or college program
 - 1 year of work experience, office experience preferred
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KNOWLEDGE, SKILLS, AND ABILITIES

- Detail-oriented with good proofreading skills
 - Familiarity with the Chicago Manual of Style a plus
 - Good written and verbal communication skills
 - Ability to interface in a professional manner with management and staff
 - Proficient in Microsoft Office suite (PowerPoint, Word, and Excel)
 - Experience with HTML and Dreamweaver (or similar HTML editor)
 - Excellent organizational and time management skills
 - Ability to work independently, as well as a part of a team at the same time
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WORKING CONDITIONS

- Normal Loop office environment
- Business casual attire M-Th
- Hours flexible, M-F between 8 to 5