

Instructional Design Assistant

Division: USC Rossier School of Education - Instructional Design and Technology

Position Type: Student Employment - ***Work-Study Eligibility Required***

Salary Level: \$19 per hour

Approximate Hours Per Week: 12-15 hours

Description:

Seeking detail-oriented, collaborative students to support instructional design projects for fall and spring academic semesters. Training provided. Must be proficient in Google Drive; experience with curriculum design or media prep is a plus. Remote work may be considered for highly qualified candidates. Not open to current USC employees.

Focus

Support course development and assist with organizing materials, preparing content for the LMS, and performing quality checks on online learning resources.

Responsibilities

- Upload, organize, and format course materials in Google Drive and Brightspace LMS.
- Prepare faculty-provided content for review and distribution to students.
- Locate library readings and add accessible links to Google Docs.
- Conduct quality checks (links, assignments, accuracy).
- Assist with media preparation (captions, transcripts, visuals, asset library).
- Update course resource links.

Required Skills

- Strong interpersonal, written/oral communication, and organizational skills.
- Ability to work independently and responsibly.
- Knowledge of Google Drive document management.

Preferred Experience

- Student in the **USC Rossier Master of Education in the Learning Design and Technology (MLDT)** program.
- Experience designing and delivering online learning materials.
- Familiarity with APA, HTML, and Adobe Creative Suite.

Contact Information:

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About Rossier

USC Rossier School of Education prepares leaders to transform education and advance equity in learning across diverse communities. Rossier offers programs that serve aspiring teachers, counselors, administrators, and organizational leaders, providing rigorous academic training paired with practical experience. With a strong focus on social justice, innovation, and accessibility, Rossier equips professionals at every stage of their careers to make a meaningful impact in classrooms, schools, and communities.