

eLearning Product Assistant

Quality Assurance / Project Support with Education Technology Firm

Are you passionate about technology and the future of education?
Do you take pride in taking something from 98% to 100% great?
Are you flexible, self-directed, and well organized?
Do you want to gain office experience?

Seeking an entry-level hourly employee for quality assurance and product support.

- Approx. 20-30 hrs/week; possibility to go full-time
- M-F 9-1p
- \$15+/hour depending on your prior experience

Requirements

- Extreme focus and attention to detail required
- Motivated and organized
- Enjoy working in an open, collaborative environment
- Self-aware and willing to adapt to be a more effective team member
- Has a positive outlook and attitude

Tech Requirement

- Fully proficient with Microsoft Office Word and Excel
- Good working knowledge of front-end internet technologies such as HTML and XML
- Understanding of web usability and responsive design
- Strong grammar & writing skills
- CSS, and image editing
- Ability to work efficiently in the Mac OS X environment a must

What Would Set You Apart

- Willingness to help with administrative tasks and office errands
- Graphic skills using Illustrator and InDesign

About Us

Monarch Media, Inc., is a dynamic eLearning company that provides digital training and custom education solutions to its clients.

To Apply

Send the following to jobs@monarchmedia.com, label the subject line as "Product Assistant," and include the following:

1. Your resume – either as a PDF format attachment or as plain text included in the body of the email
2. Links to past projects with a description of your involvement

We will contact you within seven days to confirm receipt of your application.