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**JOB DESCRIPTION: TEMPORARY PROJECT SUPPORT**


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<b>DEPARTMENT:</b>	Enterprise Project Management Office (EPMO)	<b>REPORTS TO:</b>	Senior Manager, Project Services
<b>JOB CLASS:</b>	Temporary Project Support	<b>PAY GRADE:</b>	\$25.00 - \$75.00/hour
<b>EXEMPT STATUS:</b>	Non-Exempt	<b>DATE:</b>	6/13/2014

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Temporary Project Support position provides subject matter expertise in product development, quality assurance, curriculum, and other areas to support the work required for timely and accurate completion of short-term, temporary projects for the Enterprise Project Management Office (EPMO). This position is a TEMPORARY JOB CLASSIFICATION.

**ESSENTIAL POSITION FUNCTIONS:**

- Maintain professional working relationships with other departments, groups, and personnel with whom work must be coordinated or interfaced
- Participate in the development, deployment, implementation and support of a variety of products or applications
- Provide research and recommendations for projects
- May plan, design, develop, document, and test during the development of new online courses or other IT or Curriculum projects
- Assist with the successful planning, development, and delivery of software instructional design or other projects
- Provide general support to project team
- May review, write and/or edit lesson content and develop ideas for multimedia course elements or other projects
- Coordinate design and delivery of large scale projects
- May review, test, document, and communicate test results to project team and management
- May work with the development team members to incorporate innovative technologies into curriculum development and other projects
- Ensure products and services are delivered in a manner that meets expectations and achieves the highest level of customer satisfaction and value possible
- May document business requirements and create and execute test strategies
- May provide support and configuration for systems or other projects
- May ensure that proposed system features and requirements meet user needs and satisfy business objectives and initiatives
- Plan, track and monitor project progress from initiation through implementation to ensure successful delivery of products and/or services within timeline, budget, scope (value) and quality
- Coordinate resources and create and execute project work plans to help deliver projects on time and on budget and meet changing needs and requirements, as assigned by the Project Manager

- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree in related field; or equivalent combination of education and relevant experience
- Master's degree, preferred
- Valid Florida Professional Teaching Certificate in assigned subject area, preferred

***Experience:***

- Three years' experience in related field

***Knowledge, abilities and skills:***

- Professional writing skills for effective communication
- Knowledge of subject matter, pedagogy, and curriculum design
- Knowledge in implementation of copyright standards
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization
- Strong verbal and written communication skills
- Strong creative and aesthetic with graphics arts, design and layout skills
- Strong analytical and organizational skills
- Knowledge of Microsoft Office Suite products (Word, Excel, PowerPoint, Outlook)
- Knowledge of research best practices
- Working knowledge of online instructional design theories
- Strong collaboration skills as it relates to product development

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC or Remote
- Frequency of travel: Occasional travel may be required
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*