



IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 200 of which more than 100 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year

750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The **Education Bureau (EB)** develops and facilitates the implementation of education-related policies, stimulates and supports innovation in education, and develops and maintains quality-assurance processes and systems. It assists students and staff in accessing scientific resources and organizes English and academic skills training as well as advanced didactical training. It functionally manages the virtual learning environment and supports its use for face-to-face and online education. The Education Bureau also administers all educational offerings and is responsible for scheduling, logistic planning, marks administration, issuing diplomas and organizing academic ceremonies. All these activities are geared to establishing a better quality and more innovative education program, managed in a consistent and transparent manner.

The **Education Bureau** is looking for a:

eLearning Developer Internship

32 to 40 hours /week

Context

Online education offers people from all over the world the possibility to learn at anytime and anyplace. IHE Delft offers several online courses for water sector professionals, engineers, scientists, consultants and decision-makers working in the water and environment sectors. At the moment, IHE Delft is strengthening its capacity to offer more flexible modalities by increasingly incorporating online and lifelong learning in collaboration with partner universities.

As online education develops worldwide at a rapid pace, there's a growing demand for professionals to work in the field, a profile that requires a combination of educational, technological and media knowledge, skills that all together can only be fostered with real-world assignments. IHE Delft provides the opportunity for an intern to join an experienced eLearning team and to collaboratively develop high-quality online courses for a worldwide audience.

The eLearning developer intern will be supported by and part of IHE Delft's eLearning team. The main goal is to support academic staff in building online courses on eCampus, IHE Delft's virtual learning environment (Moodle), following best practices and guidelines provided by the interns' supervisor and other experienced elements of the team.

Main activities

The intern will have the opportunity to carry out a comprehensive list of activities, from creating and adapting educational content to publishing and building it on Moodle, which will definitely enrich the overall experience. The main tasks include:

- Structuring and building online courses according to the course design
- Adding several types of content to eCampus: text, image and video
- Creating question banks on Moodle from Word documents
- Simple image editing (resize, crop and sharpen colours)
- Working on existing PowerPoint and Word files to improve and make them suitable to be delivered online
- Converting files to the most adequate format to be published online
- Creating alternative formats according to accessibility guidelines (WCAG 2.0)
- Improving existing online courses on eCampus and OpenCourseWare
- Reviewing and updating the creative commons licences of open educational resources

All activities will be performed under the supervision of Nelson Jorge (Senior eLearning Advisor), in straight collaboration with academic staff and other elements of IHE Delft's eLearning team.

Learning goals

By the end of this internship, the selected candidate will be able to:

- build online courses by following a course design (plan) and according to best educational and usability practices
- convert educational content to the most appropriate format to be published online
- create alternative formats according to accessibility guidelines (WCAG 2.0)
- evaluate existing courses and content and identify points of improvement
- classify the creative commons licenses and recognize its contribution to open education

Requirements

We welcome to apply candidates:

- In the field of education, communication and/or multimedia, with an interest in digital learning, according to the above mentioned activities
- Who are able to proof registration at a school/university in the NL, EU, EEA or Switzerland
- Who are able to proof that the internship is part of the study programme

Other requirements include:

- Motivation and willing to learn
- Flexible working attitude
- Ability to work independently and as part of a team
- Excellent command of English
- Start date: January 2019
- Duration: Preferably 6 months or longer, minimum 4 months

Terms of employment

You will get an internship compensation of 190 euro per month and the opportunity to work in an international environment.

Information and application

Applicants are asked to submit their CV and motivation letter to IHE Delft, with stating vacancy number: **18-EB-02** attn. Human Resource Management (Email: recruitment@un-ihe.org)

Additional information can be obtained from Nelson Jorge, Senior eLearning Advisor (n.ribeirojorge@un-ihe.org). LinkedIn page: <https://www.linkedin.com/in/nelsonjorge/>