

# Learning Management System (LMS) Intern

<b>Division/Unit:</b> Training & Exercises	<b>Supervisor:</b> Nick Matthews
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Current Undergraduate/Graduate Student
<b>Background on Project:</b> The OEM Learning Management System (LMS) is an online tool used to offer a wide-range of emergency management online training. The LMS also tracks, documents, and reports on a variety of training data, including training transcripts and compliance reports. Much of the online training content offered on the LMS is developed in-house by the OEM Training Unit.	
<b>Description of Project/Intern Responsibilities:</b> <ul style="list-style-type: none"><li>- Support the day-to-day administration of the LMS</li><li>- Assist with the implementation of the new LMS</li><li>- Support the development of online training, including content design and development</li><li>- Create various reports that assist with the management of emergency management training compliance</li><li>- Develop tools to evaluate existing online training programs</li><li>- Research grant and other funding opportunities</li></ul> <p>This is an <u>unpaid</u> internship.</p>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>- Excellent writing and communications skills</li><li>- Ability to work independently and on multiple projects concurrently</li><li>- Strong Microsoft Office proficiency, especially PowerPoint</li><li>- Understanding of instructional design and adult learning theory</li><li>- Graphic design experience</li><li>- Strong interest in emergency management and/or public service</li><li>- Experience using Adobe Captivate or Articulate, a plus</li><li>- Commitment of 10-20 hours/week</li><li>- Background check required</li></ul> <p>Summer Internship Program is June 4 – August 10, 2012. For more information on OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p>	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	