



JOB TITLE: Training Materials Assistant, Intern

LOCATION: Global Relief Technologies, Inc., Portsmouth, NH

DEPARTMENT: Operations Center

REPORTS TO: GIS & Customer Support Analyst

STATUS: Non-Exempt, Part-Time Regular Intern, Averages twenty-four to thirty (24-30) hours per week (less during the school year). Compensation is commensurate with education level. (\$8 - \$20 per hour)

DATE PREPARED: June 23, 2009

POSITION SUMMARY:

Assist the GIS & Customer Support Analyst in creating a comprehensive training material package for its Rapid Data Management System (RDMS™) Software. Upon project completion, the package will consist of a full suite of training materials including user documentation, video tutorials, classroom curriculums, and webinars. This position will require excellent time management skills, verbal and written communication skills, and the ability to work independently as well as under the direction of GRT's GIS & Customer Support Analyst.

EDUCATION REQUIREMENTS:

Qualified candidate will be focused on obtaining a Computer Science, Business, Sales or English degree at an accredited college or university.

QUALIFICATIONS:

- Familiarization with Microsoft Office Suite (Especially PowerPoint)
- Excellent written English and Technical Writing skills
- Experience with Graphic Design, UI, or Photoshop
- Presentation & Teaching skills
- Camtasia Studio or related video and audio creation experience
- Web/HTML experience
- Marketing oriented
- Tech savvy

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or more up to 50 pounds, and occasionally lift and/or more up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is usually moderate.

CONTACT:

Please send resume and cover letter to jobs@grt.com