



OFFICE OF THE CHIEF LEARNING OFFICER
NATIONAL WEATHER SERVICE
KANSAS CITY, MO 64153

Communication Training Developer

At the National Weather Service, we are dedicated to our mission of providing weather and water information to the public to help protect life, property, and the economy. Clear communication is critical to our success and essential to building a Weather Ready Nation. Consequently, we are seeking a Summer student intern to help develop communication modules to be delivered via distance learning.

Responsibilities

- Collaborate with National Weather Service trainers to develop online materials
- Research communication tactics, exercises, and statistics
- Develop online materials using instructional technology (like Articulate Studio)
- Document module components, processes, and status

Qualifications

- Currently enrolled full-time in an accredited undergraduate or graduate-level program
- Communication, adult education, instructional design or related major with at least a 3.0 in major-related courses
- Experienced with Windows 7 and PC environments (no Mac-only users please)
- Excellent organizational skills
- Excellent oral and written communication skills
- Proficient in Microsoft Office, especially PowerPoint 2013 and Word 2013
- Knowledge of HTML, JavaScript, CSS, Adobe Creative Suite, Articulate Studio, Adobe Captivate, and Learning Management Systems desired, but not required.

Requirements

- Be at least 18 years old at the beginning of appointment
- Be a U.S. Citizen (proof required upon selection)
- Pass a fingerprint/background check upon selection
- Able to work from our office in Kansas City, Missouri (remote internships are not available)
- Enrolled in a 3-hour internship or 3-hour self-study course (if credit is desired) through his/her university and provide any paperwork required to receive credit at the start of the semester
- Work 10-15 hours per week (for up to 120 hours per semester)



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How to Apply

To apply, please submit the following to the mentor listed below:

- **Compelling cover letter** - explain why you're interested in the "Communication Training Developer" internship, indicate your availability and preferred start and end dates, and mention where you saw the internship advertised
- **Resume** – no more than two pages
- List of all **relevant coursework** completed
- **Samples** of relevant existing work - related to communication or training development limited to five pages or less
- **References** - please include 2 references to your work such as professor or TA

Application Deadline: Friday, April 8, 2016

Selections Made By: Early May, 2016

Report to Work: Early June (start of summer semester)

Mentor Contact Information

Email Application Documents to:

Megan Taylor

Research Associate

megan.taylor@noaa.gov

Alternatively, you can mail application documents to:

Megan Taylor

National Weather Service Training Center

7220 N.W. 101st Terrace

Kansas City, MO 64153

For Questions:

Email: megan.taylor@noaa.gov

Phone: 816-994-3069