

POSITION DESCRIPTION

Sett i gang Web Portal Programmer



Organization Description

NorWords is a small business that creates materials for teachers and students of Norwegian language and cultural studies. In 2006 and 2008, NorWords published a curriculum series entitled *Sett i gang I og II: An Introductory Norwegian Language Curriculum*. In this initial publication, two textbooks, two workbooks and a glossary were created for use during the first year or year and a half of university courses or the first two to three years of community education courses. This year, the curriculum is being updated and revised; new editions of the textbooks and glossary are being written and the workbooks are being re-envisioned as part of a Web Portal for language learning.

Project Description

The role of the Portal Programmer will be to update the content in the *Sett i gang* Web Portal. This is a short-term, paid position, during the month of January 2015. Alternatively, the position could be spread out from November- March, 2015. A majority of the work will be completed independently with a flexible schedule and can be done from anywhere you have access to the needed files and a computer.

During the summer of 2014, two students funded by CURI worked together with Kari Lie Dorer to create the *Sett i gang* web portal. Much of they did was to design a user-friendly template and to conceptualize the re-creation of the workbook exercises in an online environment together with many other useful learning tools. After the re-envisioning was complete, we began to create the portal and completed a considerable amount of the project. So, the big picture thinking through navigation, setting up templates, writing the exercises is complete. It is a very large website that will eventually contain over 1000 pages. What remains is getting the last nine chapters of the content into the portal; specifically programming in exercises (using LearnDash) and filling in other content to the portal (using WordPress). In other words, this position isn't a research position as the initial CURI position was.

The Portal Programmer will update the pre-existing web portal using the directions given by the authors. The design of the portal is a very modern, clean, and contains lots of authentic visuals. The look and overall design of the web portal will remain the same, but the holes will be filled in with content. If you would like to view the portal, you can [here](#). Note, however, that you do need to create an account to view it, but it is free to do so.

There are two authors of the book which the Portal Programmer will work with, Kari Lie Dorer and Nancy Aarsvold. Kari will act as the main contact and is currently living in Italy while on sabbatical. Thus, it is of utmost importance that the person hired have very strong communication skills, including email, video chatting and documenting progress in our shared Google doc.

Project Hours

The project hours are built around the St. Olaf's school year to accommodate a student schedule. The bulk of the project can be completed during the month of January or spread out from November- March. These dates are not set in stone, this is the time period when the majority of work will need to be completed, but exact dates can be negotiated (before the start of the project). During these dates, the position requires occasional video meetings (on google hangouts or Skype) as well. Because of the time difference, these will need to be in the morning, M-F. The project timeline and submissions are divided into smaller

submissions to provide for an easier management of the project (and thus quicker compensation).

Technological Expertise

The Portal Programmer will need to utilize and feel confident with the following technology for this position:

- WordPress: Our portal is built using WordPress, a good understanding of how WordPress works is essential for this position. More specifically, our portal uses the Divi theme. Experience using this theme is useful but not required.
- LearnDash: Although we don't expect many applicants to have much experience with the specific learning tool, LearnDash, this position will be doing a majority of their work using LearnDash. So, it will be necessary for this person to utilize resources to learn more about this program; this includes web tutorials, meeting with one of the CURI students prior to the start of the project, getting assistance from the DH IT interns, and just simply spending time experimenting with the program. *Note: LearnDash is not a difficult program to use; the CURI student that was in charge of using it this summer had no prior experience developing web sites or prior experience creating exercises in LearnDash. But, she was very resourceful and learned the program by utilizing the above mentioned resources.*
- Dropbox: Many picture files will need to be downloaded to/from our business dropbox account.
- Google docs: Chapter revision notes from the authors will be in google docs. Notes and questions back and forth will be kept here. We have a very thorough documentation document where we record all progress as a system of keeping track of who is completing each of the tasks.
- Google hangout or Skype: Video chats to discuss progress, questions, revisions, etc.

Qualifications

- Recently graduated student or a Sophomore, Junior or Senior in college with strong academic record
- Evidence of effectiveness working independently
- Excellent communicator
- Expertise using WordPress
- Strong analytical abilities, ability to extend knowledge and skills to project
- Learns quickly
- Knowledge of Norwegian language is helpful, but not required

Compensation

Compensation is based on completed submissions, divided into chapters. This is not a work study position or a position paid by St. Olaf College. The position is paid for by NorWords. This person will be hired as an independent contractor and paid as each part of the project is completed. We estimate that each submission will take approx. 12 hours for an approximate total of 108 hours. The total compensation for the project is \$1,000, divided as shown below:

- \$100: for the completion of each chapter (9 total)
- \$100: final bonus for each submissions completed by due date (1 total)

Application

To apply for this position, please e-mail the following to Kari Lie Dorer at sig.norwords@gmail.com:

- Resume & cover letter
- Name & contact information of three references (professional or academic)
- Transcript (unofficial is ok)

We will begin reviewing applications on Wednesday, Oct. 29, 2014. We will be conducting interviews via Google hangout or Skype the following week.

If you have questions about the position, feel free to email the same email address.