

JOB DESCRIPTION (Career Kickstarter)

Designation	Content Development Assistant
School/Department	School of Business
Number of Position	3
Duration of Role	12 months

KEY RESPONSIBILITIES

1. Support Subject Leaders in Classroom Learning Material Development
 - Assist Subject Leaders in developing and updating classroom learning materials such as PowerPoint slides, worksheets, and learner resources for PET and CET learners.
 - Support the creation of engaging classroom activities to help achieve lesson learning outcomes.
 - Assist in revising existing lesson materials to improve learner engagement and learning experience.

2. Support Subject Leaders in LMS and Digital Learning Content
 - Assist Subject Leaders in updating learning materials and resources on the Learning Management System (LMS).
 - Help create engaging digital learning materials such as short videos, podcasts, quizzes, and interactive resources using AI tools and digital platforms.
 - Support efforts to ensure online learning materials remain engaging, learner-friendly, and aligned with the lecturer's teaching style and voice.

PREREQUISITES

- Qualification in suitable disciplines such as Business, IT, Communications, Design, Media, Education, Psychology, or related fields.
- Passion in creating contents that are interesting and interactive for learners.
- Familiarity with AI tools (e.g., Notebook LM, ChatGPT, Canva, Gamma, CapCut) for content creation and productivity is preferred.
- Familiarity with digital learning platforms or content creation tools is an advantage.
- Creative mindset with an eye for learner engagement and presentation design.
- Strong written and verbal communication skills.
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.

