**Work Trade Position Title:** ER100 Moderator

**Department:** Student Services

**SEI Lead Supervisor:**  Breccia Cressman & Scott Martin

**Dates, Location and Length of Position:** Flexible dates starting now!  Length of position is flexible, you will be working for $15/hr in trade for equal value of workshops/online courses.  You must complete enough hours to equal the value of a course or workshop prior to attending that course or workshop.  All work is done online, so you will be working remotely from your own location and using your own computer.

**Work Trade Position Description:**

* Monitoring and Moderating the SEI Free online ER100 Intro to Renewable Energy Course in Spanish

**Desired Skills and Abilities:**

* Bilingual – Fluent in Spanish and English
* Familiar with SEI Online Course Platform - Moodle
* Has taken and is familiar with ER100 and other SEI courses
* Familiar with SEI's website
* Able to work independently from a remote location
* Strong web based computer skills
* Strong written and verbal communication skills in both English and Spanish
* Candidate should possess an interest and commitment to the SEI mission.

**ER100 Moderator Job Description**

Provide guidance to new students as they begin their renewable energy education in this Introduction to Renewable Energy course. Answer student questions on various lesson topics including Energy Conservation and Energy Efficiency, Basics of Electricity, Solar Thermal, Solar Electricity, Wind Power, Micro-Hydro, Appropriate Technology for the Developing World and the Economics of Renewable Energy. Share experiences from working in the field of photovoltaics and the path to NABCEP Certification.

**Responsibilities Include:**

* Check in to the course 3 or more times a week.
* Welcome all new students by replying to their Student Introductions forum post.
* Monitor active lesson forums and answer students questions on related topics.
* Check course email 3 times a week or more and respond to questions or forward to the appropriate SEI staff.
* Provide guidance on next steps and further SEI coursework to students that express an interest in pursuing a career in the field.
* Inform veterans or active military of SEI's Active Duty Military & Veterans Career Transition Program.