

# What is Remote Work?

Remote work is any form of work that does not require the worker to regularly commute to and work from a centralized location. Typically, this means the individual fits into one of these categories:



## **FREELANCER**

*A self-employed individual who works as an independent contractor for short-term clients.*



## **ENTREPRENEUR**

*A self-employed individual who organizes and operates a business or businesses.*



## **VIRTUAL EMPLOYEE**

*An employed individual who works at an independent location instead of commuting to a centralized office or shop.*

The Rural Online Initiative is a resource designed to help teach rural communities and their citizens how to capitalize on the Remote Work Revolution and use virtual jobs to revive their economies. With a growth rate of over 140% since 2005, remote work is an opportunity for rural communities to provide jobs and attract young professionals for quality of life. FlexJobs' remote job listings increased 51% between 2014 and 2017. Some of the career fields with the most remote jobs include medical and health, computer and IT, education and training, sales, customer service, accounting and finance, and travel and hospitality.



**RURAL  
ONLINE  
INITIATIVE**

This means that regardless of where people live, there are work opportunities, which anyone can take advantage of today and live in the communities they love.



## Connecting Rural Communities with Remote Work

### Registration Link:

<https://extension2.missouri.edu/events/master-remote-work-professional-certificate-course-1-2>

### Questions:

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## Master Remote Work Professional Online Certificate Course



**Extension**  
University of Missouri

**EXTENSION**  
UtahStateUniversity



## REMOTE JOB PLACEMENT

After finishing the course requirements your assigned Program Coordinator will coach you individually by providing remote job boards and resources for your identified career goals, additional skill tutorials, access to the virtual career center and skill scholarship opportunities.

## BENEFITS OF REMOTE WORK FOR WORKERS

- Higher income
- Lower stress
- Advancement opportunities
- Work-life balance
- Extended working age

## BENEFITS OF REMOTE WORK FOR ECONOMIES AND BUSINESSES

- Lower overhead and recruiting costs
- Employee retention
- Cultural diversity
- Economic stimulation
- Environmental sustainability
- Natural disaster recovery

## HOW CAN REMOTE WORK HELP YOUR COMMUNITY?

Sure, remote work has global impact, but it can have significant local benefits too.

- **Job Creation** - Reduce local unemployment rates without the expense of recruiting new businesses
- **Strengthen Tax Base** - A bigger population with higher incomes means more revenue for your community
- **Empower Families** - Working in a virtual office allows parents to turn commute time into catch time

## CERTIFICATE DESCRIPTION:

This educational online certificate is designed to equip workers with the tools and skills needed to transition from on-site work into a remote career.

**Cost: \$199.00 / Code: 21315**

***Classes begin each month. See registration link for dates and information***

**Course description:**

<https://remoteworkcertificate.com/mrwpc>

## DESIGN:

This is a blended certificate course, combining online work (canvas) with interactive virtual workshops (zoom). Each individual is part of a cohort.

- Four online zoom interactive workshops
- Nine canvas online learning modules
- Certificate completion time in one month

## CERTIFICATE REQUIREMENTS:

- Complete all modules, interactive workshops and assignments.
- Pass each assessment with a minimum score of 80.

## SKILL SETS:

- **Hard skills** (World Time Buddy, Internet Speed Test, Slack, Trello, Google Drive, Zoom/Skype, Wix, Skillshare, Flex Jobs)
- **Soft Skills** (Written/Verbal Communication / Problem Solving, Critical Thinking, Time Management, Accountability, Flexibility, Knowledge Management, Goal Setting, Collaboration)

## PROGRAM OUTCOMES FOR PARTICIPANTS:

Design a digital work portfolio

Map a career development plan

Coordinate a virtual meeting

Prepare a cloud-based agenda and meeting report

Create a project workflow plan

Use a problem-solving checklist

Participants can expect the following start-to-finish- experience during the Master Remote Work Professional Certificate Program:

1. **Application** – Candidates start by submitting an application that collects information about career experience and goals.
2. **Placement** – Any applications that have previous work experience, technical fluency, and an interest in virtual work are accepted and introduced to other local remote workers.
3. **Training** – Participation starts with the Master Remote Work Professional Certificate course which teaches participants about virtual job options and how to work remotely.
4. **Skills** – After completing the certification, participants select a career track and can enroll in specialized training courses to supplement their existing work experience.
5. **Development** - With the support of a Program Coordinator, the worker then designs or finds their dream virtual career.

