Job Title	E-portfolio Technician for Graphic Design
PVN ID	KB-1808-002676
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Department of Art- Graphic Design
Status	Part Time
Hourly Rate	$30.00
Hour(s) a Week	0.00
Closing Date	Oct 17, 2018 (Or Until Filled)

General Description

The E-portfolio program for Graphic Design majors at Kingsborough consists of one on one training for students to develop their portfolios for transfer to another school, employment or freelance work. The training also includes creating an on line presence on sites such as Behance. Additionally, students can learn how to create a professional website to promote their work.The Perkins Grant Program provides funding for the improvement of career and technical education programs and will fund a part-time e-portfolio lab technician for the 2018-2019 fiscal year.

Working between 12 and 19 hours per work during the Fall, Winter, and Spring semesters, the E-portfolio technician assists students with all aspects of design and technical issues, including the following:

- Provide Faculty/staff consultations
- Act as a liaison between students and faculty
- Manage and maintain a database of student work
- Student outreach to encourage participation in program
- Maintain awareness of design and illustration course content
- Maintain a daily log recording student progress
- Promote program through advertising
- Promote program through classroom presentations

Other Duties

Other duties as assigned.

Qualifications

- A mimimum degree of AS in Graphic Design or closely related field is required- preference will be given to graduates of Kingsborough's AS Graphic Design program and candidates with a related BS or currently enrolled in a related BS program
- Proficiency in Adobe Photoshop, Illustrator and In Design
- Knowledge of Wix website builder tool is a plus
- Knowledge of web design a plus
- Ability to work with diverse groups, including students with disabilities, faculty, and staff, and provide excellent customer service
- Ability to organize and manage diverse projects and activities simultaneously
- Ability to develop and keep accurate records
- Ability to instruct and to do presentations
- Ability to communicate effectively individually and with groups, orally and in writing (including using technology)
- Ability to be proactive and to take initiative
- Ability to work collaboratively
- Ability to work effectively with limited supervision
- Must have portfolio building experience
- Must be friendly, positive, patient and professional