Job Title	ePortfolio Specialist Position
PVN ID	LA-2306-005670
Category	Information Technology
Location	LAGUARDIA C. C.
Department	Center for Teaching and Learning
Status	Part Time
Hourly Rate	$17.50-$17.50
Hour(s) a Week	0.00-19.00
Closing Date	Aug 12, 2023 (Or Until Filled)

General Description

Since its pilot in 2002, ePortfolio at LaGuardia has grown into a cornerstone of student experience and learning at the college. Every year thousands of students begin their LaGuardia experience taking a First Year Seminar course where they start building their Core ePortfolio, an ePortfolio that will stay with them for the duration of their academic career culminating in a Capstone experience. The ePortfolio team works closely with students, faculty, and staff providing support to sustain their ePortfolio engagement over time. Reporting to the ePortfolio program manager and to the program director, the ePortfolio specialist is responsible for leading and coordinating key activities including but not limited to designing and facilitating workshops to help students across disciplines to build their ePortfolios; facilitating workshops to train mentors who work with students on building their ePortfolios; and supporting program activities and events. Members of the ePortfolio team receive training and professional development in key areas to further develop leadership and professional skills.

Other Duties

- Provide one-on-one instructional and advanced ePortfolio support both in person and remotely to students, staff, and faculty in the ePortfolio office.
- Provide ePortfolio training and ongoing support to CTL peer mentor programs to support their ePortfolio use and troubleshoot when needed.
- Facilitate workshops in a classroom setting to help students build and develop their ePortfolios or complete an assessment depositing.
- Perform, coordinate, and report on regular user-testing of new features in the Digication platform.
- Provide support on various program events such as the student showcase, studio design sessions, and other activities as needed.

Qualifications

- Have an AA degree at a minimum and at least 1 year of experience working in a college setting or providing technology-related support to users.
- Have knowledge of any combination of the following applications: Digication (ePortfolio), MS Office, Windows 7 and/or 10, Adobe Creative Suite, web-conferencing tools such as Zoom and other multimedia/audio/video software.
- Have background working with students and/or faculty either one-on-one or in a class setting.
- Demonstrate people and leadership skills.
- Be a creative thinker, willing to learn, and capable of teaching others.
- Show familiarity with social media content creation and engagement; facility with digital tools and platforms.
- Have availability during the weekdays between 9AM and 6PM primarily.