
Job Title	ePortfolio Specialist Position (Full-Time)
PVN ID	LA-2309-005848
Category	Information Technology
Location	LAGUARDIA C. C.
Department	Center for Teaching and Learning
Status	Full Time
Annual Salary	\$45,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Nov 13, 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, this full-time ePortfolio specialist is responsible for leading and coordinating key activities including but not limited to designing and facilitating workshops to help faculty understand ePortfolio as a pedagogy and practice; facilitating workshops to help students across disciplines to build their ePortfolios; and supporting program activities and events. Members of the ePortfolio team receive training in key areas to further develop leadership and professional skills.

Other Duties

- Serve as an administrator for the Digication platform and provide support to all users;
- Provide advanced ePortfolio support to faculty and students, including leading workshops for students, faculty, and staff;
- Provide ePortfolio training to CTL peer mentor programs to support their ePortfolio use and troubleshoot when needed;
- Assist faculty on the development of assignments that align with ePortfolio practice and on strengthening their ePortfolio pedagogy (support can be one-on-one or in a workshop setting)
- 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 and other activities of the CTL as needed

Additional Tasks:

- Provide support in the development and update of ePortfolio material which can include: website updates, creation of video tutorial resources, creation of digital materials
- Provide ePortfolio support to various CTL seminars and seminar projects
- Perform other duties as assigned such as tech support

Qualifications

- Have an AA degree at a minimum and at least 4 years of experience working in a college setting;
- Have knowledge of any combination of the following applications: Digication (ePortfolio), MS Office, Windows 7 and/or 10, Adobe Creative Suite 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 facility with digital tools;
- Have availability during the weekdays between 9AM and 6PM primarily;
- Adhere to CUNY's 70% hybrid modality of work.