
Job Title	Coordinator for Digital Platforms and Support Position
PVN ID	LA-2309-005867
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Center for Teaching and Learning
Status	Full Time
Annual Salary	\$48,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 21, 2023 (Or Until Filled)

General Description

The *Coordinator for Digital Platforms and Support* will support various digital learning initiatives, will work on data reports to help others understand the impact of specific CTL programs, will work closely with student mentors to advance students' digital literacy skills, and will work with faculty and staff across areas to coordinate technology support.

Other Duties

Reporting to the Director of ePortfolio and Digital Learning at the Center for Teaching and Learning, this team member will:

- Collect and organize data to help the college community learn about the impact of the ePortfolio and STM programs;
- Work with the STM program coordinator to design, promote, and run workshop training sessions for mentors;
- Coordinate and provide support to various digital learning initiatives at the CTL including but not limited to: COIL projects, Digital Badging, Technology workshops for students and staff;
- Supervise IDAs and mentors in their roles as technology mentors to students and faculty;
- Work with the Director, and with IT staff when needed, to provide regular maintenance to CTL labs across the college, including maintenance and support for CTL-owned devices;
- Be a facilitator for training on the new D2L Brightspace LMS and lead train-the-trainer sessions for multiple groups on campus; and
- Perform other tasks as assigned.

Qualifications

- Candidate must have deep knowledge of key platforms used at LaGuardia such as Blackboard and Digication;
- Candidate must be able to assess software and hardware issues on desktop and laptop devices;
- Candidate must have an Associate's degree on a computer or technology related field;
- Candidate must have advanced knowledge of MS Excel, SharePoint, Office 365 tools and working knowledge of data-related applications such as Power Bi;
- Candidate must possess creative thinking skills to be able to brainstorm and provide suggestions to faculty and staff on the use of technology devices;
- Candidate must have experience with team work and must be able to manage multiple projects at the same time.
- Candidates must have attention to detail, be able to lead team work, be able to manage time effectively, prioritize tasks, and be effective at working and communicating with others.

PREFERRED QUALIFICATIONS

- Work experience in post-secondary education environments is a plus;
- Experience designing and facilitating workshops for faculty and students is a plus;