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| **Job Title** | ePortfolio Specialist (Full-Time) |
| **PVN ID** | LA-2406-006288 |
| **Category** | Managerial and Professional |
| **Location** | LAGUARDIA C. C. |
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| **Department** | Center for Teaching and Learning |
| **Status** | Full Time |
| **Annual Salary** | $52,000.00 - $54,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Aug 03, 2024 (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.

**Important:** This position is funded through September 30, 2025, with a possibility to continue if grant funds are secured.

# Other Duties

- Provide advanced ePortfolio support to faculty and students, including leading workshops for students, faculty, and staff.
- 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).
- Develop, create, and maintain digital media resources and training material for different platforms (e.g., Digication, Navigate, Brightspace).
- Provide support on various program events such as the student showcase and other activities of the CTL as needed.

Additional Tasks:

- Provide support to data collection procedures and data dashboard maintenance using Power Bi.
- 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 and be able to learn Brightspace and Navigate.
- Have availability during the weekdays between 9AM and 6PM primarily.
- Adhere to CUNY's remote work agreement at the time of hiring.