

HALF TIME GRADUATE ASSISTANT E-Portfolio Assistant

Position Summary:

The Purdue College of Education is seeking a ½ time A/P graduate Electronic Portfolio Assistant to start August 2012. This position will assist with the management of the Electronic Portfolio System used within the Purdue Teacher Education Program. The Purdue Teacher Education Program is comprised of approximately 30 academic programs from 6 Purdue Colleges. This position will provide administrative and technical support and training to faculty, instructors and students in the use of the Electronic Portfolio System to ensure the success of the E-Portfolio initiative within the Teacher Education Program. This is not a telecommuting position and requires a physical presence on campus with face-to-face interaction with clients.

Knowledge, Skills, Abilities:

Excellent communication and organizational skills are required for this position. A strong educational background and experience with course management systems is required. The ability to plan and prioritize daily workload to meet numerous deadlines and attention to detail required. Must be creative and comfortable learning and using new technologies. Experience with and understanding of web applications in instruction required. Ability to work effectively with a wide range of users (both student and faculty) required. Experience presenting and/or teaching required. Ability to use appropriate tools to facilitate the reporting and analysis of assessment data required. Ability to provide clear, simple, and concise written instructions on the use of technology to users with limited technical experience required. Thorough understanding of Office productivity software such as Microsoft Word, Excel, and PowerPoint required. Ability to demonstrate the use of various equipment, including but not limited to video cameras, digital cameras, scanners, and video capture devices required. Understanding of performance based assessment preferred. Understanding of rubrics and summative/formative assessment preferred. Basic understanding of web editing tools such as Macromedia Dreamweaver preferred. Understanding of video capture/editing/compression software preferred. Understanding of video concepts such as codecs/bitrates preferred. Knowledge of and experience with Purdue resources that support the creation of multimedia and video products preferred.

Responsibilities:

- **50% - Provide E-Portfolio Technical Support:** Support student and faculty use of the E-Portfolio system. Answer questions about the use of the E-Portfolio system and communicate changes to the system. Troubleshoot student and faculty problems. Provide solutions for submission of external data artifacts to the E-Portfolio system. Communicate technical problems and solutions via web, email and help-desk technologies.
- **25% - Coordinate E-Portfolio Initiative:** Maintain and support the Electronic Portfolio System and environment. Provide consultation services to Program Conveners in the Purdue Teacher Education Program and College of Education administrators. Create and modify Directed Response Folio templates. Create rubrics to be used in student assessment. Generate reports on E-Portfolio system activity to staff, faculty and administrators. Be a point of contact for the acquisition of assessment data from the E-Portfolio system.
- **25% - Training:** Provide training to faculty, instructors and students in the use of the E-Portfolio system. Work with students both individually and in classroom settings to support their use of the E-Portfolio system. Assist faculty members and teaching assistants in the use of the E-Portfolio system to evaluate student work. Create written training materials. Create audio/visual demonstrations and web pages to provide instruction on the use of the E-Portfolio system.

Send resume to:

Robert Evans, IT Director, College of Education, bob@purdue.edu