

ePortfolio Support Coordinator

Chief Objective

The ePortfolio Support Coordinator will assist the Associate Director of ePortfolios and Digital Initiatives in creating, maintaining, and improving the infrastructure for supporting and expanding ePortfolio use at ODU, with a particular, but not exclusive, focus on student support.

Major Responsibilities

1. Supervises ePortfolio Assistants in daily matters;
 2. Works collaboratively with faculty to provide technical and procedural guidance for the design, development, implementation, and assessment of ePortfolio and ePortfolio-related projects;
 3. Supports all ongoing activities associated with ePortfolio support and outreach;
 4. Supports evaluation of ePortfolio programming.
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Activities and Responsibilities

The Coordinator of ePortfolio Support, in collaboration with the Associate Director of ePortfolios and Digital Initiatives, will work 40 hours a week and be responsible for:

1. Regular supervision of ePortfolio Support Team, including:
 - a. communicating with ePortfolio Assistants on a regular basis,
 - b. initial and ongoing training in regards to technology and tutoring practices,
 - c. setting up workshops regarding ePortfolios and digital tools in the studio,
 - d. setting up class visits/workshops,
 - e. observing and evaluating ePortfolio Assistants,
 - f. maintaining appropriate records and data to produce performance reports.
2. Designing, implementing, and evaluating ePortfolio and digital tool workshops for students;
3. Supporting workshops, and presentations related to ePortfolios;
4. Supporting and maintaining faculty-designed Wordpress templates;
5. Designing, sharing, and maintaining ePortfolio related tutorials;
6. Supporting expansion of ePortfolio efforts in emerging programs, certificates, and other focus areas, such as online education;
7. Participating in related committees and grant-funded project to coordinate support across units or colleges.
8. Supporting evaluation processes for all ePortfolio programs;
9. Identify and evaluate new digital tools for implementation into CHIP digital portfolio
10. Other tasks as directed by the Associate Director for ePortfolios and Digital Initiatives.

Education

Bachelor's Degree in either:

Education, Curriculum & Instruction, Instructional Design & Technology, English Studies, Educational Technology, or related fields.

Qualifications

- Prior experience with project management and/or team supervision;
- Writing Center or other tutoring service experience, especially in an administrative/management role;
- Experience with digital media;
- Experience with Google Sites, Google Drive, WordPress, Blackboard (as an instructor/team leader), Wix or related platforms;
- Experience and success in training or teaching;
- Experience in designing, implementing, and assessing ePortfolios or print portfolios;
- Knowledge of best practices in assessment;
- Ability to troubleshoot technological and other problems;
- Excellent interpersonal skills in order to interact with diverse constituents and to provide high quality support and high levels of customer service to faculty, students, and administrators.