

The Center for High Impact Practices

ePortfolio Graduate Assistant

Chief Objective

An ePortfolio Assistant supports students of all levels as they develop digital portfolios (known as “ePortfolios”) in systems such as Google Drive, Wix, and WordPress. The ePortfolio Graduate Assistant will focus specifically, but not exclusively, on supporting graduate peers.

Major Responsibilities

1. Supports students individually with technical queries in regards to ePortfolio platforms;
 2. Run pre-designed workshops for small groups of students and classes;
 3. Markets ePortfolios and ePortfolio support to graduate populations;
 4. Record and reflect on all interaction with students seeking ePortfolio support.
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Activities and Responsibilities

Under the supervision of the Associate Director of ePortfolios and Digital Initiatives and the ePortfolio Support Coordinator, the Graduate ePortfolio Assistant works 20 hours a week and is responsible for:

- Meeting individually with students seeking ePortfolio support, in-person or online, with a focus on Google Drive, Wix, WordPress, etc.
 - Facilitating pre-designed presentations/workshops in the Studio, classes, residential halls, etc.;
 - Recording and reflecting on all interaction with students seeking ePortfolio support;
 - Producing and maintaining tutorials in regards to digital tools;
 - Exploring new digital tools in connection to ePortfolios, with a focus on multimedia development (video, audio, and/or graphics editing), potentially for inclusion in ePortfolio Newsletter;
 - Facilitating faculty development workshops when needed;
 - Marketing ePortfolios, ePortfolio Support Services, and Studio events to Graduate populations in particular;
 - Meeting monthly with the ePortfolio Supervisors;
 - Supporting LeADERS initiative by overseeing Blackboard modules and help evaluating LeADERS ePortfolios;
 - Assisting with special events presented by Center of High Impact Practices, particularly in regards to ePortfolios (e.g., facilitating workshops and/or giving presentations);
 - Guiding students to university resources as the need arises;
 - Assisting with special projects as assigned;
 - Developing and sharing via ODU ePortfolio website model of personal ePortfolio;
 - Archiving and reflecting on experience and materials produced as an ePortfolio Assistant.
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Qualifications

- Enrolled full-time in a graduate degree program with minimum GPA of 3.0;
- Interest in the field of teaching and learning, education, digital communications, and media management preferred;
- Excellent oral, written, interpersonal, and public speaking communications 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;;
- Preferred experience with peer education practices (e.g., tutoring, mentoring) and/ or academic support;
- Experience with social media management, multimedia production, and web/graphics design/editing;
- Demonstrated experience in planning and facilitating training;
- Experience in management, supervision, or leadership;
- Demonstrates positive attitude, self-motivation, and the ability to be flexible in a fast-paced environment;
- Must be willing to make a commitment of one academic year ;
- Interest in the field of education preferred
- Knowledge and understanding of ePortfolio program's goals, objectives, policies and procedures.

Stipend and Contract Period

The Digital Support & Coaching Supervisor Graduate Assistant is paid an \$11,000 stipend for the academic year. The assistantship begins on August 25, 2018 and ends on May 9, 2019. This assistantship requires a one academic year commitment.

The supervisor is Megan K. Mize All inquiries can be made to (757) 683-4116.

Application

Students may apply for the ePortfolio Graduate Assistant position by completing the following:

- Cover letter
- Resume/CV
- ePortfolio (if available)
- Unofficial college transcript
- List of References (two professional, one personal)

Email Materials to:

Megan Mize
ePortfolio Training and Support Coordinator
mmize@odu.edu

Please contact Megan Mize with questions at mmize@odu.edu or 757.683.4116.