Job Title: eContent Coordinator

Job ID: 6113

Full/Part Time: Full Time

Regular/Temporary: Temporary

Job Code: 0420 Information Technology Consultant - 12

Job Grade: Foundation

Salary From: $3470  Salary To: $3700

Department: IT Acad Technology - 8223

Major Duties
Under general supervision of the Director, Data and Analytics, the eContent Coordinator reaches out to and works with units on campus to develop strategies and opportunities for the adoption of ePortfolio and other econtent tools by students and faculty; stays abreast of student-related econtent tools adopted by other entities on campus; explores and ensures maximum synergy with AT applications; works as a team with others and independently to reach out to staff and student groups to design and deliver consulting engagements, whether in the form of workshops, presentations, or one-to-one assistance; plans marketing efforts with Ambassadors to reach wider student audience on utilizing ePortfolio and other Academic Technology applications; oversees activities of ePortfolio Ambassadors; organizes and assigns duties of Student Ambassadors at events such as career fairs, classroom presentations, organization outreach, etc.; serves as point of contact for Ambassadors’ feedback regarding ePortfolio tools on campus; designs, schedules and conducts training for new Ambassadors; plans and posts social media content to various social media webpages; creates and maintains content for relevant webpages; understands the range of technologies from various vendors and can explain differences, pros and cons to faculty, staff, and students, as well as how technology marketplace is evolving; and helps plan and coordinate monthly ePortfolio contests (challenges) and participates on judging committee. Performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university in a related field. Certification training and applied experience may be substituted for the required education, on a year-for-year basis. Equivalent to six months of full-time computing experience which includes knowledge of relevant hardware, software, maintenance, and user support.

Pay, Benefits, & Work Schedule
The University offers and excellent benefits package.

The salary range for this classification is $3470 - $5994 per month.
The anticipated hiring range $3470 - $3700, dependent upon qualification and experience.

Hours: Full Time 40hrs/wk; 8:00am - 5:00pm, Monday through Friday. Temporary position for 12 months.

General Information
This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
How to Apply
Candidates must submit a cover letter, current resume including the names of three professional references, and salary history for the last five years. Please complete the CSUN online application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial screening begins on April 20, 2017 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:
http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.

(4/7/17)