Student Job Title: IT Portfolium Consultant Student Assistant
Contact: Hannah Luna (hannah.luna@csun.edu)
Office: IT Academic Technology
Starting Rate: $13.00
Hours: 20 hours each week

Job Requirements/Duties:
Under the general supervision of the AVP Academic Technology and/or Director of Marketing and Communications, works with students across campus to assist in the creation and development of their digital portfolios for presentation to designated audiences (faculty, peers, employers, public at large). 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. Provides feedback to Academic Technology to help improve the marketing of Portfolium and delivery to the campus at large. May also help train and supervise students to engage in similar positions.

Qualifications:
Must be a CSUN student with knowledge of and experience with Portfolium (or willing to learn - training will be provided). Must have created and be able to present an exemplary Portfolium of his/her own that contains evidence of achievement in the realms of work, academics, activities, volunteer work, and/or relevant personal interests in order to serve as an example to others. Must possess excellent interpersonal, communication, presentation, teamwork, and public speaking skills. Must have a desire and ability to help and teach other students. Enthusiasm and confidence is a must. Must possess basic knowledge of photo editing, video creation and posting to YouTube. Must be proficient with Mac and PC, iOS and Android platforms to assist with the Portfolium software and apps.

View the IT Student Employment Application and submit your application via email.

9/14/16