



INFORMATION TECHNOLOGY

Job Title:	ePortfolio Coordinator
Job ID:	533701
Full/Part Time:	Temporary - Full Time
Regular/Temporary:	Regular
Job Code:	0420 Info Tech Consultant
Job Grade:	Non-Exempt
Salary From:	\$3,713 Salary To: \$4,600 If applicable
Department:	IT Academic Technology

Major Duties

Under general supervision of the Director of Instructional Technology, the ePortfolio Coordinator provides direct consultative support and training to students, staff, and faculty on information technology-based systems; develops, plans and carries out the initiatives related to ePortfolios and related digital learning platforms. The incumbent will provide outreach to faculty, staff, and students to promote and support the use of ePortfolios in courses, programs, and career-seeking opportunities.

- Oversees, assigns, and coordinates work of ePortfolio Student Ambassadors at events such as career fairs, classroom presentations, organization outreach, etc.
- Assists in the development of strategies and opportunities for the adoption of ePortfolios and related digital learning tools by students and faculty.
- Serves as point of contact for Ambassadors' feedback regarding ePortfolio tools on campus. Designs, schedules and conducts training for new Ambassadors.
- Performs other duties as assigned.

Qualifications

- Equivalent to graduation from an accredited four-year college or university in a job-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.
- Prior experience administering ePortfolio platforms and programs in a higher education setting preferred.

Knowledge, Skills, & Abilities

- General working knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems.

- Ability and specialized skills to: recognize technology problems and offer reasonable solutions; solve common problems or problems which have precedent solutions; organize projects and work within timeframes and deadlines; effectively present ideas, explain problems, and recommend solutions orally and in writing.
- Ability to actively participate as a team member by meeting assigned deadlines, listening to ideas of others, and acting on expressed needs; and establish and maintain cooperative working relationships with students, faculty, staff, and administration.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package, including but not limited to; medical, dental, vision, retirement & savings, tuition waiver and more.

The salary range for this classification is: \$3,713 - \$7,149 per month.

The anticipated HIRING RANGE: \$3,713 - \$4,600 dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; Monday through Friday;

TEMP: This is a Temporary – renewable position, end date to be determined.

REG: This is a Regular position with a one-year probationary period.

The position is currently hybrid (3 days in office, 2 days remote); however, this is subject to change based on student and/or operational needs.

General Information

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.

How to Apply

Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins December 17, 2023 and will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:
<http://www.csun.edu/careers/>

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider 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. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

ENTER DATE (12/12/2023)