Job Title: ePortfolio Coordinator
Job ID: 8621
Full/Part Time: Full Time
Regular/Temporary: Temporary
Job Code: 0420 Information Technology Consultant - 12
Job Grade: Foundation
Salary From: $3,470 Salary To: $3,900 If applicable
Department: IT Acad Technology - 8223

Major Duties
Under the general supervision of the Director, Data and Analytics, the ePortfolio Coordinator develops, plans and carries out the initiatives related to ePortfolios and other e-technology platforms. The incumbent provides outreach to faculty, staff and students to promote use of ePortfolios in the classroom; develops partnerships across the university; oversees, assigns, and coordinates work of ePortfolio Student Ambassadors; and 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.

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; 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.

The salary range for this classification is: $3,470 - $6,681 per month.
The anticipated HIRING RANGE: $3,470 - $3,900, dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday.
evenings and weekends.

REG: This is a Temporary position; end date to be determined.

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 February 3, 2020 and 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.

(1/22/2020)