

**Office of University Writing
Program Assistantship for the ePortfolio Project**

Assistantship Title: Program Assistantship for the ePortfolio Project

School/Program Preference: We will consider candidates from any disciplinary background as long as their interests and/or career goals align with the work of the Office of University Writing and the ePortfolio Project.

Office/Department: Office of University Writing/ Office of the Provost
Contact Name: Dr. Lesley E. Bartlett, Assistant Director of University Writing
Contact Email: lesley.bartlett@auburn.edu
Contact Phone: (334) 844-7493
Office Website: www.auburn.edu/writing

Length of Assistantship: This is a 12-month, 20 hour/week position. Pay is \$24.00 per hour, paid on a biweekly schedule, and includes a tuition remission. Preferred start date on the first day of the summer semester. Most work will occur during the hours of 7:45 a.m. - 4:45 p.m. Monday through Friday, however some evening hours are expected. Renewal is possible.

Position Description

The Program Assistant to the ePortfolio Project provides support for the ePortfolio Project at Auburn. The ideal candidate will have interests in teaching and faculty development, writing instruction, and technologies associated with pedagogy. Teaching experience strongly preferred.

The successful candidate will have strong writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, and collaborate effectively with others.

Although specific technical skills are not required, the successful candidate will be comfortable with basic programs such as Microsoft Office Suite and common forms of new media. Motivation and ability to learn emerging online educational tools is essential. Competency with or ability to quickly learn the four platforms the ePortfolio Project supports is required (Wix, Weebly, Wordpress, Google Sites). Experience with Adobe Creative Suite or other creative presentation tools is preferred.

Responsibilities may include:

1. Assist in all aspects of the implementation of the ePortfolio Project from delivering presentations to developing web content
2. Work with others to develop appropriate materials to support students and faculty
3. Collaborate with others in the OUW to develop new projects and/or continue existing projects
4. Assist with grant applications, publication projects, outreach activities, assessment, and awards

To apply: Send the following information in a single PDF to lesley.bartlett@auburn.edu:

- Letter of interest
- Resume/CV
- Contact information for at least two professional references
- Link to a professional ePortfolio (Drafts or partial ePortfolios are appropriate. For resources, examples, or information about the key parts of an ePortfolio, visit www.auburn.edu/eportfolios.)

Position open until filled. Review of applications begins March 15 (when position is not continuing from the previous year).