Office of University Writing  
ePortfolio Project Graduate Assistantship

Assistantship Title: Program Assistant 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 ePortfolio Project and the Office of University Writing.

Office/Department: Office of University Writing / Office of the Provost  
Primary Supervisor: Heather Stuart, Senior Program Administrator  
Contact Email: hstuart@auburn.edu  
Contact Phone: (334) 844-7413  
Office Website: www.auburn.edu/writing

Length of Assistantship: This is a one year (12 month), 20 hour/week position. Pay is $18.00 per hour, paid on a biweekly schedule, and includes a tuition remission. Preferred start date is the day before summer classes begin. Renewal is possible.

Position Description

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

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

Although specific technical skills are not required, the successful candidate will be comfortable with Microsoft Office (Word, Excel, Outlook, PowerPoint) and be able to quickly learn the three platforms supported by the ePortfolio Project (Wix, Weebly, WordPress).

Responsibilities

- Deliver presentations and facilitate workshops for students and faculty
- Develop materials to support students and faculty (handouts, videos, web content, etc.)
- Assist with grant applications, publication projects, outreach activities, assessment, and awards
- Collaborate with others in the office to develop new projects and/or continue existing projects

Application

Send the following information in a single PDF to Heather Stuart at hstuart@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.)

Deadline: This position is open until filled. Review of applications begins March 15 and continues until the position is full (when position is not continuing from the previous year).