Assistantship Title: Program Assistantship to the ePortfolio Project

School/Program Preference: English, Communication/Journalism, MPTC, Education, Education & Technology, Higher Education, or others with related interests/experience/skills

Office/Department: Office of University Writing/Provost Office
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: One year, beginning in the summer. This is a 12 month, .5 (20 hours/week) position with most work occurring during the hours of 7:45 a.m.-4:45 p.m. Monday through Friday. The stipend for this year is $25,000, paid on a monthly schedule, and includes a full tuition remission. Renewal is possible so position is not filled every year.

Position Description

The Program Assistant to the ePortfolio Project provides support for the ePortfolio Project at Auburn. We are especially interested in those with long-term career interests in academic conversations about digital writing and changes occurring in pedagogical practices, including interests in teaching and faculty development, writing instruction, and technologies associated with pedagogy. Teaching experience preferred.

The successful candidate should 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, Googlesites). 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 developing web content to planning programs and events
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 letter of interest and CV with contact information for at least two professional references to lesley.bartlett@auburn.edu. Position opened until filled. Review of applications begins March 15 (when position is not continuing from the previous year).