

Educational Technology Specialist and Organizational Leadership and Technology Graduate Programs

GRADUATE ADVANTAGE PROGRAM (GAP)

Primary Job Responsibilities (ongoing)

- Assist Business Administration Department faculty in coordinating the gathering of IACBE and NCATE assessment information.
- Monitor and Maintain the Computer Lab in Dunn 399
- Manage Equipment sign out, including video camera, microphones, tripods, and other computer equipment from the Video Production Studio in Satterlee Hall.

Additional Job Responsibilities (as needed)

- Teaching Assistant for computer based graduate courses
- Development of recruitment materials
- Assisting faculty with online and hybrid course development
- Maintaining the OLT Alumni web page
- Assist faculty with research projects.

Position Qualifications

- Comfortable learning new technology skills
- Experience with Microsoft Office
- Experience using Moodle
- Good Organizational Skills
- Good Writing Skills
- Good Communication Skills

Assessment and evaluation in professional practice is part of our program of studies, and this will give the student hands-on, real world experience in this area. Other skills include web management, teaching experience, and development of recruitment materials.

Interested candidates should submit an application through the Center for Graduate Studies by **June 30, 2018**.

All questions about the position should be directed to Anthony Betrus, at betrusak@potdam.edu or 315-267-2670.

Application:

Center for Graduate Studies
Raymond 206
(315) 267-2165
graduate@potdam.edu
www.potdam.edu/graduate

Information:

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