The School of Education and Professional Studies is seeking applications for a TaskStream Graduate Assistant. The selected applicant will provide technical support to faculty and students in the utilization of our TaskStream electronic portfolio service for the 2019-2020 school year, with the possibility of a one-year extension. This position includes assisting in the training of SUNY Potsdam Education faculty and students who use TaskStream to create electronic portfolios in support of our school assessment system.

**Responsibilities:**
- Develop TaskStream training support materials for faculty and students
- Provide assistance to students working on their TaskStream electronic portfolios
- Provide TaskStream technical assistance and mentoring for faculty and students
- Create course DRFs, templates and assessments within TaskStream
- Assist in the training of students and faculty on how to use hardware and software involved in the use of TaskStream, including but not limited to: video editing programs (iMovie, Windows Movie Maker), scanners for converting print materials to electronic artifacts, printers, Microsoft Office, Adobe Acrobat, and Adobe Photoshop
- Assist in the preparation of data generated by TaskStream to compile reports used for the college’s accreditation
- Regularly update the SOEPS Facebook page

**Qualifications:**
The successful candidate for this position will demonstrate
- The ability to work independently, specifically in the development of technical skills in the use of TaskStream *(some personal experience with TaskStream strongly preferred)*
- Significant experience in computer lab settings, including comfort and experience with both Macintosh and Windows operating systems
- The ability to work comfortably with software such as Microsoft Office, Adobe Acrobat, and Adobe Photoshop
- Good organizational and communication skills
- Good problem-solving skills
- The ability to work effectively and respectfully with a variety of students and faculty members in order to meet their individual TaskStream needs
- The ability to deliver professional and effective TaskStream presentations to faculty members and students

**Time Commitment:** 20 hours/week, including 10 regular office hours a week, with schedule to be negotiated; may involve some late afternoons, evenings, or weekends

**To apply:** Complete the Application for TaskStream Graduate Assistantship – Fall 2019. The application can be found online at [http://www.potsdam.edu/admissions/financial/apply/gradstudents](http://www.potsdam.edu/admissions/financial/apply/gradstudents)

ALL completed applications must be returned to the Center for Graduate Studies, Raymond Hall 206 no later than 4:00 p.m., Tuesday, April 9, 2019.