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

ALL completed applications must be returned to the Center for Graduate Studies, Raymond Hall 206 as soon as possible. Position is open until filled. Total compensation is full instate tuition and $3,000 stipend.

Submit application to:
Center for Graduate Studies
Raymond 206
(315) 267-2165
graduate@potsdam.edu
www.potsdam.edu/graduate

Information:
Dr. Deborah Conrad
Interim Associate Dean, SOE&PS Satterlee 114
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