TaskStream/Assessment Graduate Assistant (GA)

Application Due Date: July 1, 2020
Contact: Julie Johnson, johnsojl@potsdam.edu

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 2020-21 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 and maintain TaskStream training support materials for faculty and students.
- Provide TaskStream technical assistance and mentoring for faculty and students with electronic portfolios.
- Create and maintain course portfolios, 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 365, Adobe Acrobat and Photoshop.
- Assist in the preparation of data generated by TaskStream to compile reports used for the college’s accreditation.
- Regularly update the School of Education and Professional Studies and the Center for School Partnerships and Teacher Certification Facebook and Twitter pages.
- Report to and support Assistant Director for the Center for School Partnerships and Teacher Certification with additional responsibilities surrounding field experiences and student teaching placements.

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 365, Adobe Acrobat, and Adobe Photoshop.
- Good organizational and communication skills.
- Good problem-solving skills.
- The ability to take initiative and 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.