

TaskStream/Assessment Graduate Assistant (GA)

Application Due Date: July 1, 2021

Contact: Julie Johnson, johnsojl@potsdam.edu

The Center for School Partnerships and Teacher Certification is seeking applications for a Graduate Assistant for Assessment. The selected applicant will provide technical support to faculty and students in the utilization of our TaskStream electronic portfolio software for the 2021-22 school year, with the possibility of a one-year extension. This position includes maintaining electronic portfolios used in key assessments for the School of Education and Professional Studies, maintaining training materials, and providing support to SUNY Potsdam Education faculty and students who use the TaskStream software.

Responsibilities:

- Create and maintain Taskstream Directed Response Portfolios (DRFs) and associated rubrics, surveys, webpages, and reports for each education program
- Develop and maintain TaskStream training support materials for faculty and students and maintain Graduate Assistant Training Manual as tasks or responsibilities evolve
- Train students and faculty on how to use TaskStream to include workshops and instructional videos
- Generate charts and summaries based on TaskStream and Qualtrics survey data for program assessment/accreditation
- Support education program chairs and assistant chairs with assessment needs related to Taskstream
- Report to Assistant Director for the Center for School Partnerships and Teacher Certification with additional responsibilities surrounding field experiences and student teaching placements

Qualifications:

- 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 Excel, Word, and Outlook; Microsoft SharePoint, One Drive, and Teams, and Adobe Acrobat Pro
- Strong organizational and communication skills
- Good problem-solving skills – ability to be solution focused
- The ability to take initiative and work effectively, respectfully, and professionally 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 in person and pre-recorded sessions