



New York City College of Technology  
City University of New York

**DEPARTMENT / AREA:** ePORTFOLIO Project

**JOB TITLE:** College Assistants/ePortfolio Technology Trainers

**POSITION DESCRIPTION:** Reporting to the ePortfolio Coordinator, the ePortfolio Technology Trainers will be responsible for working directly with students and faculty in the ePortfolio computer lab. The College Assistants/ePortfolio Technology Trainers will also assist in a number of academic computing, and multimedia service tasks as needed and will assist in workshop training as needed.

**DUTIES:**

- Assist students in the ePortfolio lab with their computer and academic work, including Dreamweaver, Photoshop, MS Word, template creation and other software needs related to their ePortfolio and academic coursework.
- Must have an extensive knowledge of advanced multimedia software development.
- Experience with MS Word, Excel, Photoshop, and Fireworks software.
- Experience with Flash and PDF software.
- Experience with Captivate software.
- Must be able to create WebPages using HTML in Dreamweaver software.
- Provide computer and ePortfolio training for students and faculty.
- Assist with open and reserved ePortfolio workshops.
- Assist students with the templates using HTML software.
- Assist in creating and maintaining of all student and faculty ePortfolio accounts.
- Assist students and faculty by resolving problems related to procedures and standards to various users via phone, email, and in-person Q&A.
- Serve as a resource contact for faculty participating in the ePortfolio project.
- Assist in creating new tutorials as needed.
- Assist in creating Captivate online training resources.
- Create project brochures and marketing tools.
- Other duties as assigned by the ePortfolio Coordinator.

**QUALIFICATIONS:**

Computer experience with extensive understanding using Dreamweaver software and web design is essential. Prior computer work experience is necessary.