Federal Work Study

Job Description

Instruction - ePortfolio

Title of Position:

College Assistant VI

Supervisor/Contact:

ePortfolio Coordinator
Alexandra.Dimakos@canyons.edu
Brittany.Applen@canyons.edu

Will schedule be arranged around student's classes? Yes ◉ No ○

Duties:

Provide ePortfolio user information and assistance to COC students who are engaged in ePortfolio work for a COC course, program, or initiative. Provide support for problem solving and technical navigation of platform features and apps. Provide specific and technical help to COC students in their work with creation and submission of ePortfolio materials. Communicate with ePortfolio coordinator.

Job Qualifications:

We are looking for an enthusiastic and friendly college assistant who exhibits: effective, positive, and clear face - to - face communication, high proficiency in navigating various technological platforms, strong attention to detail, patience and willingness to help students with technology and responsible, dependable and punctual behaviors. Experience creating ePortfolios is beneficial.