

Center for Teaching and Innovation (CTI): UNIVERSITY ASSISTANT

The Center for Teaching and Innovation seeks a part-time University Assistant to provide support and facilitate the use of educational technology

Responsibilities:

- Assist with the operations of the CTI including answering phones, addressing trouble tickets, and providing one-on-one and group training sessions for faculty and staff.
- Provide technological support to faculty and staff using CCSU's educational technology tools such as Blackboard Learn, Courseval (student opinion survey software) and other University educational technology software.
- Assist with educational technology projects in the Center for Teaching and Faculty Development.

Hours: 19 hours per week (no benefits)

Salary: \$17 - \$19 depending on experience

Requirements:

Bachelor's degree and experience with educational technology. Cannot be a current undergrad student at CCSU.

Preferred Qualifications:

The ideal candidate will have experience providing support in educational technology environments and will be comfortable assisting with the operations of the CTI, including answering phones, addressing trouble tickets, and delivering one-on-one and group training sessions for faculty and staff. Preference will be given to candidates who can provide technological support to faculty and staff using CCSU's educational technology tools, such as Blackboard Learn, Courseval (student opinion survey software), and other university educational technology software.

Experience assisting with educational technology projects in a teaching and faculty development setting is highly desirable.

Hours: 19 hours per week (no benefits)

Salary: \$18 - \$20 depending on experience

Applications will be accepted until the position is filled. Send a letter of application, resume, and the names, phones numbers and email addresses of three references to: Jennifer Nicoletti at Jennifer.Nicoletti@ccsu.edu