

University Writing Center ePortfolio Graduate Assistant

The University Writing Center (UWC) is now accepting applications for the MT Engage ePortfolio Graduate Assistantship. This position will run from Fall 2022 through Spring 2023. The ePortfolio graduate assistant will serve as a liaison between MT Engage, the UWC, faculty, and students.

The ePortfolio Graduate Assistant will assist administrators in implementing the UWC's mission, help coordinate UWC programs, lead UWC-sponsored events, serve as a tutor in the UWC, and provide mentorship to Writing Consultants. In addition to these responsibilities, the Graduate Assistant for ePortfolios will:

- Develop and facilitate ongoing training related to ePortfolios for the UWC staff
- Plan and deliver workshops for the campus community on creating and using ePortfolios
- Design marketing materials for UWC events and services
- Consult with students to develop their ePortfolios

Attendance at UWC staff meetings, orientations, and meetings with UWC administrators is required. This is a 20 hr/wk position for one academic year with a possibility of renewal.

Requirements: This position is open to graduate students with design and/or marketing experience (including prior coursework). The graduate student applicant should be enrolled in any MTSU graduate program. Experience with any or all of the following is strongly preferred:

- Microsoft Office Suite
- Adobe Creative Suites (especially InDesign, Illustrator, and/or Photoshop)
- Social Media and/or eMarketing

The successful applicant will also demonstrate a desire and ability to learn about new technologies relevant to MTSU student writers and designers.

If interested, please submit a CV and a letter of intent via email explaining why you feel suited for the position. Please copy Jim Hamby (james.hamby@mtsu.edu), Keri Carter (keri.carter@mtsu.edu), and Dr. Erica Cirillo-McCarthy (erica.cirillo-mccarthy@mtsu.edu).

The deadline is Friday, March 25.