

The Institute for Teaching, Learning and Academic Leadership is seeking candidates to fill one 20 hour per week graduate assistantship for the 2018-19 academic year.

Qualifications: Must be enrolled full-time in a Masters or Ph.D. program at the University at Albany.

The ideal candidate will be creative, dynamic, and team-oriented and will also be versatile in several of the following technical skills and software packages:

- HTML/CSS/PHP
- Wordpress
- phpMyAdmin
- Blackboard Learn (learning management system)
- Adobe Captivate
- Camtasia Studio
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Acrobat
- Final Cut Studio
- Mac OS X / Windows
- Microsoft Access and Excel

Additionally, the successful candidate will possess excellent telephone and writing skills and will be expected to assist in the day-to-day operation of the Institute.

Job responsibilities will include, but not be limited to the following:

- Providing one-on-one technology consultation to faculty and graduate teaching assistants.
 - This will require the 20 hours being spent in the office.
- Management and development of the Institute's content management system in Wordpress
- Management of a web based peer review system
- Multimedia development
- Videography
- Assistance in the development of event flyers, brochures, etc.

For more information about the Institute for Teaching, Learning and Academic Leadership, please visit <http://www.itlal.org>.

To Apply: Send the following documents (in MS Word or PDF format) to Dr. Billie Franchini at bfranchini@albany.edu: (1) current resume or CV, (2) cover letter addressing the specific qualifications listed in the ad, and (3) contact information for three references.

Review of applications will begin on **June 25** and continue until the position is filled.