

Position Announcement

The Institute for Teaching, Learning and Academic Leadership is seeking candidates to fill one 20 hour per week graduate assistantship for the 2019-20 academic year. Applicants must be enrolled full-time in a Masters or Ph.D. program at the University at Albany.

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

- Manage and develop the Institute's content management system in WordPress
- Develop multimedia content for ITLAL website
- Videography
- Provide one-on-one technology consultation to ITLAL staff as well as faculty and graduate teaching assistants
- Assist with digitizing media for upload to Ensemble Media
- Assist with other office tasks as needed

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

- WordPress and WordPress plugins
- cPanel
- HTML/CSS/PHP
- Microsoft Windows 10 and its update cycles
- Microsoft Access and Excel
- Adobe Acrobat
- Adobe Premiere

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.

To learn more about this position, including compensation details, please contact Billie Franchini at bfranchini@albany.edu. 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 **April 22** and continue until the position is filled.