HALF TIME GRADUATE ASSISTANT
Taskstream Coordinator

Position Summary:
The Purdue College of Education is seeking a 12-month ½ time A/P graduate Taskstream Coordinator to start early May 2018. This position will assist with the management of the Taskstream online assessment system used within the Purdue Teacher Education Program. The Purdue Teacher Education Program is comprised of academic programs from six Purdue Colleges. This position will provide administrative and technical support and training to faculty, instructors and students in the use of Taskstream to ensure the success of the Taskstream initiative within the Teacher Education Program. This is not a telecommuting position and requires physical presence on campus with face-to-face interaction with clients.

Knowledge, Skills, Abilities:
- **Excellent communication and organizational skills are required for this position.** A doctoral candidate who can make a commitment of 3+ years is preferred. A strong background in education and experience with course management systems is highly preferred. The ability to plan and prioritize daily workload to meet numerous deadlines and attention to detail required. Must be creative and comfortable learning and using new technologies. Experience with and understanding of web-based systems used in instruction required. Ability to work effectively with a wide range of users (both students and faculty) required. Experience presenting and/or teaching required. Ability to use appropriate tools to facilitate the reporting and analysis of assessment data required. Ability to provide clear, simple, and concise written instructions on the use of technology to users with limited technical experience required. Thorough understanding of Office productivity software such as Microsoft Word, Excel, and PowerPoint required. Ability to demonstrate the use of various equipment, including but not limited to video cameras, digital cameras, scanners, and video capture devices required. Understanding of performance based assessment preferred. Understanding of rubrics and summative/formative assessment preferred. Basic understanding of web content management system such as WordPress preferred. Understanding of video capture/editing/compression software preferred. Understanding of basic video concepts such as codecs/bitrates preferred. Knowledge of and experience with Purdue resources that support the creation of multimedia and video products preferred.

Responsibilities:

- **60% - Provide Taskstream Technical Support:** Support student and faculty use of the Taskstream system. Answer questions about the use of Taskstream and communicate changes to the system. Troubleshoot student and faculty problems. Provide solutions for submission of external data artifacts to Taskstream. Communicate technical problems and solutions via web, email and help-desk technologies. Provide consultation services to Program Conveners in the Purdue Teacher Education Program and College of Education administrators.

- **30% - Coordinate Taskstream Initiative:** Maintain and support the Taskstream system and environment. Create and modify Directed Response Folio templates. Create rubrics to be used in student assessment. Generate Taskstream activity reports for staff, faculty and administrators. Be a point of contact for the acquisition of assessment data from Taskstream. Coordinate the timely evaluation of student submissions and communicate semesterly due dates to evaluators. Coordinate the overall use of Taskstream as an edTPA platform provider.

- **10% - Training:** Provide training to faculty, instructors and students in the use of Taskstream. Work with students both individually and in classroom settings. Create written training materials and place on a local web site. Create audio/visual demonstrations and web pages to provide instruction on the use of Taskstream. Train new faculty members and teaching assistants how to evaluate student work.

**Send resume to:** Robert Evans, IT Director, College of Education, bob@purdue.edu