

## **Graduate Assistant in Educational Technology Job Description**

**TITLE:** Graduate Assistant

**REPORTS TO:** Educational Technologist

### **BASIC FUNCTION:**

The Graduate Assistant will assist the Educational Technologist to support faculty and students in the use of technology within their respective courses and curriculum. As a member of the Library staff the Graduate Assistant will work collaboratively with the ITS, Media, and library departments to assist faculty and students to effectively incorporate new technologies into the learning process. The successful candidate should be extremely familiar with matters such as active and engaged student-centered learning environments, the various learning styles of students, and the relevant use of technology.

### **DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

Work directly to assist faculty members learn a variety of technologies within the curriculum. These technologies will include but are not limited to

- Manhattan course Management Software
- Digital imaging
- Use of blogs and other web-based information sources
- Classroom technology
- College supported software

Under the supervision of the Educational Technologist assist in the design of training workshops, teach workshops, and provide one-on-one training to faculty and students.

Collaborate with the Babson Library staff and the Educational Technologist where appropriate to incorporate technology and information literacy outcomes into specific courses.

### **QUALIFICATIONS:**

Bachelor's Degree

Experience with technology in a training or educational environment preferred

Ability to digitize and manipulate text, graphics, audio, and video materials

Experience with course management software

Excellent organizational, analytical, and communication skills.

Strong interpersonal skills

Well-organized, able to work under pressure and as a member of a team

Ability to interact well with a variety of people from all aspects of the college and community