

Portage Learning Graduate Assistant

Off-site, non-Geneva Position

Reports To: Director of Student Services

Hours: 20 hours/week

The purpose of the assistantship will be to provide the student with the overall inner workings of an online program. Areas will include:

Student Services: Assist students with administrative aspects of the program from initial information/navigating higher education through completion.

School Relations: Assist the school relations team with various aspects of identifying potential growth areas to include: identifying markets, participate in marketing campaigns through e-mails/mailings.

Curriculum Development: To assist with inner workings of initiating courses in a learning management system. Work with Curriculum Development from course content to implementation of delivery; i.e., lecture videos, course evaluations, etc.

Technology: Assist Director of Technology in determining and implementing ongoing improvements.

Involvement within these areas would be on a rotating basis throughout the 2-year graduate assistantship.