Jill Belli started the topic Job Opportunity: City Tech's OpenLab Hiring a Community Facilitator in the forum Internet Research Team.

City Tech’s OpenLab ([https://openlab.citytech.cuny.edu/](https://openlab.citytech.cuny.edu/)), an innovative open source digital platform for students, faculty, and staff at New York City College of Technology, CUNY, seeks a current (or recent) CUNY graduate student as a Community Facilitator for part-time work.

A Community Facilitator will engage in:

Professional Development
- develop and lead workshops, seminars, class visits as well as hold office hours for faculty, staff, and student users with varying experience with technology
- teach users about blogging, best practices for developing content, how to incorporate technology in the classroom, and what it means to have an online presence

Support for the OpenLab Community
- maintain an active presence on the site and provide assistance to users on an as-needed basis
- liaise among faculty, student, and staff users and the OpenLab team
- contribute content to various OpenLab sites
- create help documentation with an emphasis on the user experience
- test new features and fixes, and provide feedback on site functionality

Project Development
- participate in weekly OpenLab team meetings (both in-person and via webconference)
- work according to a schedule and on an as-needed basis, both on campus and remotely
- represent the OpenLab team on campus, in various external venues, and via social media

Ideal candidates will possess:
- familiarity with the OpenLab or other WordPress/BuddyPress installations, such as the CUNY Academic Commons
- expertise in digital pedagogy
- experience with developing and leading workshops for a variety of users
- knowledge of information architecture, usability, and the user experience
- strong organizational skills and attention to detail
- a willingness to work collaboratively with a team
- a fluid understanding of socially networked online spaces and various digital tools
- communications skills for responding to support requests with speed, empathy, and creativity
- the ability to create visually attractive, informative, and well-written blog posts, help documentation, and screencasts

Experience with WordPress is essential, and experience with the following tools is desired:
- BuddyPress
- basic HTML
- basic CSS
- common web and social media applications (e.g., Twitter, Flickr, YouTube)
- bug-tracking software (e.g., Redmine)
- multimedia (e.g., photos, videos, podcasts)

Hours and Pay: 12 hours a week, $25/hour

Position start date mid/late August 2015. Review of applications will begin August 3, with interviews happening shortly thereafter.
To apply, please submit a Cover Letter, CV, and representative samples of your digital work to OpenLab Co-Directors Jill Belli (jbelli@citytech.cuny.edu) and Jody R. Rosen (jrrosen@citytech.cuny.edu). Please note any current employment within the CUNY system or for the Research Foundation of CUNY.

For any requests, please contact commons@gc.cuny.edu