

**SHORELINE COMMUNITY COLLEGE**  
**HUMAN RESOURCES & EMPLOYEE RELATIONS OFFICE**

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**Position: FACULTY eLEARNING MENTOR**

**Start Date: WINTER QUARTER, 2014**

**Application Due: TUESDAY, FEBRUARY 18, 2014**

(Applications received by this date will receive first consideration. Applications received after the closing date may be considered until the positions are filled.)

**The Position:** eLearning mentors are needed to work with faculty, assisting them in developing excellent online teaching skills and helping them understand and use the Canvas Learning Management System. Up to four eLearning mentors may be hired for the remainder of the 2013-2014 academic year. Mentoring duties will begin during Winter quarter 2014, and continue through Spring Quarter, 2014. Duties will include:

- A minimum of two hours per week availability to offer drop-in eLearning assistance, preferably during on-campus scheduled office hours.
- Availability for occasional online eLearning consultations.
- Participation in mentor program evaluation.
- Any additional responsibilities as mutually agreed upon by Federation President and Vice President for Academic and Student Affairs.

**QUALIFICATIONS**

**Required Education and Experience:**

1. Current faculty member at Shoreline Community College.
2. Evidence of strong communication skills.
3. Evidence of excellent online teaching skills.
4. Evidence of excellent working knowledge of the Canvas Learning Management System.

**CRITERIA FOR SELECTION**

1. Online teaching skills and knowledge of the Canvas Learning Management System.
2. Demonstrated interest in working with faculty.
3. Demonstrated ability to connect with others.
4. Broad representation across instructional divisions.
5. Consistently available to provide information and assistance.

Note: Faculty Mentors will be selected from across the campus to facilitate faculty consultations.

**APPLICATION PROCEDURE**

Please submit the following by 4:30 p.m. on **TUESDAY, FEBRUARY 18, 2014**

1. Written statement(s) detailing:
  - a. Applicant's ability to meet the stated qualifications;
  - b. Applicant's reasons for applying for the position; and
  - c. Applicant's suggestions/ideas for effective eLearning mentoring.

**APPLICATIONS RECEIVED BY TUESDAY, FEBRUARY 18, 2014 WILL RECEIVE FIRST CONSIDERATION. APPLICATIONS RECEIVED AFTER THIS DATE MAY BE CONSIDERED UNTIL THE POSITION IS FILLED.**

**Office of Human Resources & Employee Relations  
Administration Building 1000  
Room 1012**

**SELECTION PROCEDURE**

Mentors will be selected by mutual agreement of the Federation President and the VP for Academic and Student Affairs.

**TERM OF EMPLOYMENT/SALARY**

The College agrees to pay \$500 as a stipend to each eLearning mentor during the remainder of 2013-2014.

Posting Date: 02-06-14  
VPASA\eLearning Mentor 2014