



**Dublin City University
Open Education Unit
Dublin City University
Learning Designer (Senior Administrative Assistant)
1 year Fixed Term Contract (3 days a week)**

The Institute

The National Institute for Digital Learning (NIDL) aims to be a world leader at the forefront of designing, implementing and researching new blended, online and digital (BOLD) models of education. We have a mission of transforming lives and societies by exploring BOLD new models of education for a better and more sustainable future for all. The NIDL is committed to providing strategic leadership, building strong communities of innovation, and enabling and contributing to world-class research. We support a comprehensive suite of professional development opportunities in BOLD education from workshops to advanced postgraduate and doctoral study. The NIDL consists of three units: the Teaching Enhancement Unit, the Ideas Lab and the Open Education Unit.

The Learning Technologist will work primarily on DCU's Open Education projects to deliver DCU's strategic ambitions in open, digital teaching and learning. These projects include the #OpenTeach project which is focused on professional development for Open Online Educators. #OpenTeach is funded by National Forum for the Enhancement of Teaching and Learning in Higher Education. The project aims to address the challenge of effectively supporting the professional development of part-time educators involved in teaching online, higher education programmes. Specifically, this project aims to develop the digital and pedagogical competencies of the 90+ DCU Connected online teachers, enabling them to create a positive and supportive learning environment for our students. Building on existing pioneering developments in open, online learning, and working with a dynamic team of colleagues, this post offers an exciting opportunity for the successful candidate to make a significant contribution to the enhancement of learning online and open educational practices. Under the direction of the Project Team Leaders, you will work closely with a team of project staff including academics, learning technologists, researchers, external consultants and other partners to deliver the #OpenTeach aims. The contract will be for a period of up to one year commencing on appointment.

Key Responsibilities

- Construct and develop innovative learning solutions while working as part of a team.
- Research trends in open educational practice, online learning, educational technology, learning design and implement appropriate solutions.
- Manage and deliver project outputs to deadlines and to the highest standards.
- Administer usability and user experience testing.

- Contribute to the marketing activities of the project, including, specifically the dissemination of promotional content on the project website, social media and traditional marketing channels.
- Produce, disseminate and deliver research outputs under the direction of the Project Team Leaders.
- Complete project administrative duties.
- Carry out such other duties as may be determined and required from time to time by the Project Team Leaders.

Experience and Requirements

The candidate must possess knowledge of virtual learning environments, multimedia applications and demonstrate a good knowledge of the field of online learning. The candidate must hold a primary or a master's degree. A digital or information technology component in the aforementioned primary or master's and experience in a higher education environment is desirable. The successful candidate will exhibit a high degree of communication skills. The successful candidate will have advanced English language skills.

Skills and Requirements

The successful candidate will:

- Demonstrate a clear understanding of relevant technologies required to support technology-enhanced learning and capacity to use the same.
- Demonstrate knowledge and application of Learning Design approaches in an online context.
- Have the ability to work as an integral part of a team.
- Establish clear priorities and be able to manage their own workload.
- Experience with working with multimedia packages for learning including video and audio production and editing.
- Demonstrate excellent communication skills.
- Strong writing and editing skills.
- Skills in the design, management and conduct of research.

Salary Scales:

*Senior Administrative Assistant: €47,386 - €57,099 (Prorated to a 3 day week)

** Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy*

Closing Date: 27th February 2019

Start Date: As soon as possible.

Informal enquiries in relation to this role should be directed to:

Informal enquiries may be addressed to Dr. Orna Farrell, Project Leader for #OpenTeach.
Email orna.farrell@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtm> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #1117 Learning Designer in the Open Education Unit.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie.

Dublin City University is an equal opportunities employer