



**Dublin City University
Teaching Enhancement Unit**

**Academic Developer (Senior Administrative Assistant II)
3 Years Fixed Term Contract**

This post offers an exciting opportunity for the successful candidate to make a significant contribution to the enhancement of teaching and student learning in DCU. The Academic Developer will support the continuing development and professional practice of colleagues from across the University. They will develop, provide expertise and contribute to a distinctive and transformative professional development programme offered to staff, post-graduates and teaching assistants, and others who support teaching and learning as part of their work. The successful candidate will also work in close partnership with Faculties, Schools and Programme Chairs to support quality enhancement and programme level curriculum development. They will promote effective practice, foster strong communities of interest in specialist areas, and support flexible and blended approaches to course design and delivery, thereby contributing to DCU's Teaching and Learning Strategy.

The position will report to the Head of the Teaching Enhancement Unit (TEU), who has overall responsibility for promoting teaching and learning development activities. The TEU plays a key role in supporting Faculties and the effective implementation of DCU's Teaching and Learning Strategy, and related strategies. The TEU is part of the National Institute for Digital Learning (NIDL) and therefore the successful candidate will have the opportunity to contribute to various projects under the remit of the NIDL.

Duties and Responsibilities

The Academic Developer will be involved with the following areas of activity that are integral to unit's successful operation. The duties and responsibilities of the post include, but are not limited to the following:

- Design and contribute to a distinctive and transformative professional development programme.
- Lead, facilitate and manage a range of demand-led teaching enhancement related workshops and professional learning opportunities on relevant topics in response to Faculty needs
- Support Faculties and Schools to develop and implement distinctive and transformative teaching and learning experiences on a programme-wide basis at discipline levels
- Coordinate, support and work closely with Faculty Teaching Scholars on strategic teaching and learning projects
- Foster and develop rich disciplinary and inter-disciplinary teaching and learning communities of practice across DCU's academic campuses
- Develop and maintain a suite of professional development resources on effective teaching and learning and disseminate relevant publications and other support materials to staff
- Support the on-going review and development, of modules and programmes as part of the University's regular cycle of quality enhancement for teaching and learning

- Support the development of individual lecturers practice and understanding of contemporary pedagogical approaches through coaching, peer review of course design and peer observation of teaching
- Support and contribute to both Faculty and University-wide activities aimed at recognising, rewarding and celebrating innovation and excellence in teaching and learning
- Support the development and submission of research grant applications and publications in the scholarship of teaching and learning.
- Represent DCU and the TEU in externally funded collaborative projects related to teaching, learning, and assessment and other relevant networks.
- Contribute to the expertise and specialist knowledge of the TEU team in relation to specific areas of academic development, e.g. Assessment, Learning Design, Action Research
- Carry out other such duties as directed by the Head of the Teaching Enhancement Unit or the Director of NIDL that contribute to the achievement of the strategic initiatives of the University

Experience, Skills and Qualifications:

Applicants must hold a primary degree or equivalent and a post-graduate qualification in an education field, ideally a doctorate.

A minimum of five years relevant work experience required. Experience of teaching in a higher education environment and previous successful contribution to a professional development programme for academic staff activities is essential along with evidence of scholarship in this area.. The successful candidate must be able to demonstrate significant expertise in designing and facilitating professional development for academic staff based on a contemporary understanding of the literature. . In particular s/he will have an excellent knowledge of curriculum design, programme development and the use of new digital technologies to support student learning.

The successful candidate must have:

- Excellent interpersonal and relationship management skills and the ability to establish effective
- working relationships with staff
- Good project management skills
- Ability to work as part of a team
- Excellent organizational and time management skills with the ability to establish clear priorities
- Strong technology skills, especially with respect to suitable for the classroom.

Salary Scales: €47,988 - €64,894 (Snr. Admin Assistant II)

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Senior Administrator Assistant II salary scale, in line with current Government pay policy.

Closing date: 10th September 2018

Informal Enquiries:

Informal enquiries may be addressed to Dr Mark Glynn (mark.glynn@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 website at <https://www.dcu.ie/hr/vacancies/current.shtml> 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: # 981 Academic Developer (Senior Administrative Assistant II)

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

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