



Dublin City University

National Institute for Digital Learning

Open Education

Academic Co-ordinator/Digital Learning Specialist

Lecturer (below bar)

(Three Year Fixed Term Contract)

Introduction

Open Education provides a range of online distance learning programmes. It offers undergraduate programmes in Humanities and Information Technology, and postgraduate programmes in areas such as Operations Management, Information Systems Strategy, Internet Enterprise Systems, Sustainable Development and Clean Technology. The Humanities programmes cover the following subject areas: Psychology, Sociology, History, Literature and Philosophy.

Open Education is part of the National Institute for Digital Learning (NIDL) which is at the forefront of designing, implementing and evaluating contemporary models of teaching and learning. NIDL also has a strong research focus on all areas on Blended, On-line and Digital (BOLD) learning.

Position

Working in collaboration with the Programme Chair/Director and other members of the Programme Team, the primary role of the Academic Co-ordinator/Digital Learning Specialist is to manage and co-ordinate all academic aspects of the relevant programmes and ensure the academic and pedagogical quality of those programmes. The role involves a mix of digital pedagogy, research, and administration. The Academic Co-ordinator/Digital Learning Specialist will work on the Humanities programmes and have responsibility for particular modules – below these are called the relevant programme modules.

The Academic Co-ordinator/Digital Learning Specialist will report to the Chair/Director for the Humanities programmes.

Applicants for the post must hold an honours degree in a relevant discipline and would ideally be qualified to PhD level. The applicant will have extensive experience in online/digital teaching and learning. The applicant will also have a track record of research in this area. Applications are especially welcome from candidates with a background in any of the five subject areas covered in the Open Education Humanities programmes and with experience in teaching and assessment of these subject areas using digital technologies. Applicants must have strong interpersonal, relationship and networking skills. They should also possess excellent communication, time management and organisational skills.

Areas of Responsibility

Duties attached to the Academic Co-ordinator/Digital Learning Specialist post include, but are not restricted to, the following:

Teaching and Learning

- Management of the assessment process for relevant modules
- Manage quality assurance measures for relevant modules of the programmes
- Participate in the recruitment development and management of tutors
- Organise relevant annual subject review /subject development meetings
- Communicate with students and prospective students
- Manage the update of existing relevant programme modules
- Assist in the development of new modules in liaison with the Programme Board.
- Assist in the on-going development of the programme including new designated degrees
- Assist in the development of policies and procedures related to programme development and delivery
- Actively manage the running of virtual learning environment courses for the programme modules.
- Develop the capacity of full and part time Open Education colleagues to use learning technologies in the service of delivering quality education
- Engage in project work relating to how learning can be enhanced through the use of Digital Learning technology
- Engage in appropriate continual professional development relating to the use of emerging Digital Learning technologies to facilitate student learning

Administration

The successful candidate will undertake certain administrative functions related to the activities of Open Education such as:

- Participate in meetings related to programmes (for example, Open Education Teaching and Learning Committee, National Digital Research Network, Examination Boards, programme team meetings, etc)
- Chair, or be a member of, and participate in Open Education working groups as required
- Attend various promotional activities such as make presentations at Open Evenings, exhibitions and students fairs
- Represent Open Education on various DCU committees and working groups where required

Research Activity

As this post is an academic post, the post-holder will actively engage in research in online and digital learning including:

- Pursue and develop an active personal research profile
- Contribute to scholarship through conference presentation and writing of academic papers, reports and articles
- Participate in the development, running and administration of research projects
- Seek funds to support research initiatives
- Contribute to research activities including conference, seminar organisation and attendance
- Engage in research communities and networks

It is also expected that the Academic Co-ordinator/Digital Learning Specialist would have a wide range of IT skills. These could include knowledge and experience in the use, and management, of virtual learning environments; online classroom software; screen capture technology; e-portfolios; Digital Learning authoring tools; and of other emerging digital technologies.

Salary: €37,352 - €51,724*

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Lecturer below bar salary scale, in line with current Government pay policy

Closing Date: 9th October 2015

Informal Enquiries: For further information, please contact:

Dr James Brunton, Chair of Humanities Programmes, Open Education

E-mail: james.brunton@dcu.ie Telephone: +353-1-7005329

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/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: Job Ref #181: Academic Co-ordinator/Digital Learning Specialist

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. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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