National Institute for Digital Learning
Teaching Enhancement Unit

Learning Designer (Digital Portfolios)
Senior Administrative Assistant II
(3 year contract, part time fixed hours)

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 Learning Designer will lead and co-ordinate the implementation of a digital portfolio system across the University. They will provide expertise and leadership to faculties, programme teams and learning support staff to help successfully integrate the use of digital portfolios into the curriculum (and co-curriculum). The position will play a key role in co-ordinating the organisation and implementation of a digital portfolio solution for all students, thereby providing a platform for students to collect, reflect and share a comprehensive record of their learning experiences.

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.

Principal Accountabilities

- Manage the implementation of a digital portfolio solution (Mahara) for the University thereby providing a platform for students to collect, reflect on and share their learning experiences in terms of both programme and Generation 21 Graduate Attributes.
- Work with DCU Faculties (Associate Deans, Heads of School, Programme Chairs and Module Co-ordinators) to identify and implement the use of digital portfolios within specific programmes across the University.
- Work with the Student Support & Development Unit to promote the use of the digital portfolio platform to help students reflect on and showcase co-curricular activities such as the Uaneen module.
- Develop digital portfolio templates and soft and hard copy resources for students and academic staff, and maintain a website which contains relevant links to literature, exemplars and examples of best practice.
- Maintain data on digital portfolio usage patterns and produce regular updates on the implementation of the digital portfolio for performance reporting.
- Act as a consultant within the University on aspects related to learning & teaching in higher education, particularly in support of digital portfolios.
- Lead the formal evaluation of the initiative and support the submission of research and development grant applications and scholarly publications related to digital portfolios.
- Carry out other such duties as determined and 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.

Knowledge:
Applicants must hold a primary degree or equivalent and an appropriate post-graduate qualification. A qualification in education related field would be preferable.

Experience:
At least three years’ experience of teaching in a higher education environment and use of technology enhanced learning is preferable along with evidence of scholarship in a relevant area. The successful candidate must be able to demonstrate significant expertise in project management and the application of digital portfolios for teaching and learning purposes.

Skills:
Applicants must have excellent interpersonal and relationship management skills and the ability to establish effective working relationships with staff together with good project management skills and the ability to work as part of a team. Applicants should possess excellent organizational and time management skills with the ability to establish clear priorities. In addition, they should possess strong technology skills, especially with respect to digital portfolios (ideally existing skills in the use of Mahara).

Informal enquiries to: Mark Glynn Head of TEU. E-mail: mark.glynn@dcu.ie

Salary scale *€46,513 - €63,251 Senior Admin Assistant II pro-rata (3 day per week post)
*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Closing date: Friday 26th August 2016.

Application Procedure:
Application forms are available from the DCU Current Vacancies (Open Competitions) website at http://www4.dcu.ie/hr/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149
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.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref#392: Learning Designer (Digital Portfolios)

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