



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

ONLINE & DISTANCE LEARNING (ODL) INSTRUCTIONAL SPECIALIST

Applications are invited for the post of **Online and Distance Learning (ODL) Instructional Specialist**, in the Programme Delivery Department of the Academic Programming and Delivery Division, The University of the West Indies, Open Campus, Mona, Jamaica. This position is funded by the “Strengthening Distance Education in the Caribbean” (SDEC) financed by Global Affairs Canada (GAC).

Online and Distance Learning (ODL) Instructional Specialists provide pedagogical/ andragogical training and guidance to faculty to improve the quality of faculty instructional practice for the promotion of excellence in online teaching and learning. In addition the successful candidate will be required to teach a minimum of one course each year to remain current in the field of online teaching and learning and to lead ODL instructional practice through research based practice.

QUALIFICATIONS AND EXPERIENCE

Candidates for the position should possess:

- a Doctoral degree (Ed.D or Ed.S preferred), PhD or Masters Degree in any of the following fields: Instructional Technology and Distance Education, Education in Higher Education (Online and Distance Education), Distance Education, or other related ODL education qualifications;
- certification in any of the following areas will be an asset in online mentoring, coaching, designing teaching/learning assessments, and teacher evaluation;
- five (5) years experience teaching at the undergraduate/graduate level, and educational supervision;
- proven record of three (3) years teaching excellence in online/distance education;
- experience in an educational supervisory role in online education;
- experience using a wide range of learner-centred teaching and learning methods and best practices for online and distance learning (ODL);
- practical experience with digital learning;

- practical experience in addressing equality issues in teaching and learning in an ODL environment;
- experience incorporating and assessing competencies in online curricula;
- proven record of exemplary leadership qualities and personal characteristics necessary for working with adult learners;
- experience working with a collaborative cross-disciplinary team with the highest degree of collegiality.

KNOWLEDGE AND SKILLS NEEDED

Knowledge:

- knowledge and demonstrated practice in online learner-centred teaching;
- knowledge and application of different design models which enhance learner and faculty engagement;
- practical execution of competency based learning and assessment and testing and measurement principles, and evaluation methods in online and distance education;
- knowledge of current research and trends in ODL pedagogy/andragogy, web conferencing applications and associated instructional technology, and curriculum /instructional design methods;
- knowledge of accessibility issues and universal design.

Skills:

- ability to work collaboratively as part of a virtual team and participate in consultative decision making;
- excellent interpersonal skills;
- excellent oral and written communication skills;
- analytical, critical, and innovative thinking skills to improve teaching culture in the delivery of online programmes;
- proficiency in the use of multiple methods for teaching online – Asynchronous and Synchronous;
- effective coaching skills;
- excellent ICT skills – competence in using LMS and Web Conferencing tools (Moodle, Blackboard Collaborate, BbC Plan) and dealing with software constraints and possibilities;

- design and creative skills - demonstrate competence in designing a training framework and excellence in creating clear, concise and effective instructional training materials for online/distance education;
- attention to pedagogical quality – ability to introduce, review and implement strategies to maintain the pedagogical quality of implemented solutions;
- communicative competence - effective facilitator/presenter with the ability to convey complex/technical information in a simple, understandable manner; and
- excellent problem solving, organizational, and time management skills.

MAJOR RESPONSIBILITIES

The successful candidate will be required to:

- work primarily online with adjunct faculty to provide training in current pedagogical/andragogical best practices in online teaching and learning through workshops, seminars, demonstrations and coaching;
- observe teaching/learning on the Learning Exchange – identify instructional needs and provide small group and individual interventions;
- provide curriculum and instructional guidance in a variety of areas including teaching methods, instructional skills development, competency-based teaching, creating inclusive online learning environments, promoting online classroom management, assessment and evaluation, and reflective practice;
- promote and support the production of teaching and learning materials;
- conduct and/or publish research.

SALARY RANGE

US\$45,192.00 – 67,224.00 or US\$59,880 – 81,096.00 per annum. **Placement will depend on qualifications and experience.**

The OC is a young and rapidly growing campus of The University of the West Indies. It should be expected that specific assignments and job responsibilities would evolve over time. We seek an individual who is adaptable and comfortable with change, growth and transformation.

Applications should be made on forms obtainable from the Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

The Director of Human Resources
C/o The University of the West Indies
Open Campus

Via Email: human.resources@open.uwi.edu

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources, without waiting to be contacted by the University.

Short listed applicants will be contacted and required to submit a **Showcase e-Portfolio, which** demonstrates the quality of ones work and skills as an educator in ODL. The portfolio should include both self-assessment and reflection elements and artifacts that demonstrate exemplary work. Successful short listed applicants will then proceed to the interview process which will include a presentation/demonstration on a topic chosen by the Head of Department /interview panel.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS –
March 31, 2016.**

PARTICULARS

ONLINE & DISTANCE LEARNING (ODL) INSTRUCTIONAL SPECIALIST

GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Christopher & Nevis
Belize	St. Lucia
British Virgin Islands	St. Vincent & The Grenadines
The Cayman Islands	The Republic of Trinidad & Tobago
The Commonwealth of Dominica	Turks and Caicos

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face teaching. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the above countries. The UWI on campus student population is currently over 30,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English speaking countries and a staff of almost 400 professionals to support our growing student population.

OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean.

5. The Office of the Director of the Academic Programming and Delivery Division is located at Cave Hill Campus in Barbados. Other Open Campus staffs are also located on the Mona Campus in Jamaica, the St Augustine Campus in Trinidad & Tobago and at other Open Campus sites in Non-Campus Countries and off campus sites in campus countries.
6. The Academic Programming and Delivery Division of the Open Campus is responsible for planning, developing and delivering Open Campus Programming. The recent restructuring of the Academic Programming and Delivery Division has resulted in three functional departments: Programme Planning, Course Development and Programme Delivery.
7. The Open Campus is committed to the use of open source tools to grow our online learning capabilities and to employ the best practices in the development and production of online and face-to-face courseware.

CONTRACT TYPE

8. This is an academic position associated with the SDEC Project. Successful candidates will receive an annual compensation package commensurate with their qualifications and experience. This package will not attract the same benefits received by UWIOC staff.

WORK LOCATION

9. Open to negotiation.

WORK ENVIRONMENT

10. The Online and Distance Learning (ODL) Instructional Specialists must be able to work in a virtual team environment and across different time zones.
11. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean /internationally.
12. The incumbent must be able to engage others in team meetings, developing ideas, and supervise the work of others using a variety of ICT and collaborative web tools.
13. The incumbent will be required to work flexible hours to accommodate synchronous evening/night training and coaching for adjunct staff.

REPORTING

14. The Online and Distance Learning (ODL) Instructional Specialists report to the Head of the Programme Delivery Department or designate.

TENURE

15. The contract for this position will be for two (2) years in the first instance.
16. Renewal of the position will be dependent upon the identification of ongoing funding.

NB: INTERNAL STAFF

17. Staff internal to the Open Campus should note that positions funded by the SDEC/GAC are temporary and the Open Campus cannot guarantee that substantive positions will be held for the duration of the project.