



# THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

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## UWI INTERNAL ADVERTISEMENT

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### **PROGRAMME MANAGER – GRADUATE PROGRAMMES PROGRAMME DELIVERY DEPARTMENT ACADEMIC PROGRAMMING AND DELIVERY DIVISION**

Applications are invited for the post of **Programme Manager, Graduate Programmes** in the Academic Programming and Delivery Division (APAD) of The University of the West Indies, Open Campus.

The Programme Manager (PM) Graduate Programmes is the primary person responsible for the management of University of the West Indies, Open Campus (OC) postgraduate programmes. This job requires communication and cooperation with various functional units of APAD as well as other units of the Open Campus that have a supporting role in the delivery of programmes. The PM will have a key role in ensuring that all programmes are delivered to a high standard, are financially viable, and that students are satisfied with the learning experience.

The PM will be expected to be familiar with the academic and strategic goals of APAD and the OC and take an active role in advancing them through service and leadership.

The PM is strongly encouraged to engage in scholarly activity, particularly in areas related to online teaching and learning.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Candidates for the position of Programme Manager should possess:**

- at minimum, this role requires a completed Master's Degree with a completed PhD being highly desirable;
- at least three (3) years of successful managerial or administrative experience;
- at least three (3) years experience with online education and/or have taught at a university level for at least three (3) years;
- professional qualifications and/or at least three (3) years of experience in areas such as curriculum development, programme planning, instructional design, open and distance learning delivery methodologies, project management, and experience working with university students are desirable; and
- experience primarily focused on delivering or managing graduate programmes is highly desirable, particularly within the UWI community. This should include experience with research degrees at the graduate level.

## **PERSONAL ATTRIBUTES**

- a strong online work ethic and be able to self-manage day-to-day activities;
- a client-centred orientation, strong interpersonal skills, as well as the ability to continually learn and adapt; and
- competence with information and communication technology will be required in recognition of the fact that daily interactions with students and colleagues are carried out virtually.

## **MAJOR RESPONSIBILITIES**

The PM has direct responsibility for overseeing the delivery of assigned programmes. Delivering programmes requires working closely with APAD departments as well as support and service units within the OC to ensure a high quality student experience. These units include the Registry, Technology Services, the Library, Marketing, Country Sites, etc.

Some of the specific duties for which the PM will be responsible include, but will not be limited to:

- coordinating initial arrangements for the delivery of new programmes;
- managing the delivery of programmes to student;
- training of course coordinators and group facilitators;
- managing academic programme staffing needs and overseeing the process of making contractual arrangements;
- managing, monitoring and reporting on programme performance and quality;
- administering graduate programmes including research components of taught programmes and research degrees;
- monitoring course processes and activities in the teaching and learning environment and taking necessary actions to solve problems and make improvements;
- working with the Registry to assess and advise new applicants, including consulting on issues such as course exemptions and prior learning assessment;
- providing academic advice for students with respect to programme and course-related issues;
- providing data, analysis and projections on programmes;

- participating in Department and APAD committees and decision making as required;
- participating in OC and other UWI committees as required; and
- other duties as assigned by the Head.

Specific processes and procedures will be outlined in a programme delivery manual. All PMs will be required to adhere to these procedures unless directed otherwise by the Head of Department.

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:

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

Via Email: [human.resources@open.uwi.edu](mailto:human.resources@open.uwi.edu)

*We thank all applicants. However, only applicants who are short-listed will be contacted.*

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – November 20, 2019**

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## PARTICULARS

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### PROGRAMME MANAGER – GRADUATE PROGRAMMES

#### 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. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

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. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad, Cave Hill in Barbados, Five Islands in Antigua and Open Campus - which has 40 education centres in 16 English-speaking countries.
3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Open Campus student population is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment.

#### OPEN CAMPUS

4. The UWI Open Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance, blended and face-to-face 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 the Esmond D. Ramesar Centre, Chaguanas, Trinidad and Tobago. Other Open Campus staff are also located on the Mona Campus in Jamaica, the Cave Hill Campus in Barbados 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.

### **CATEGORY**

8. This position is in the Senior Administrative and Professional Category. The initial appointment would be at the Lecturer Level or above depending on experience and qualifications.

### **WORK LOCATION**

9. The position may be located at any of the Open Campus locations, including Country Sites and Open Learning Centres. The Open Campus is a virtual organization that relies heavily on information and communication technology. The PM will be required to work with this technology on a daily basis to interact with colleagues and students.
10. The PM may be required to travel throughout the Caribbean as part of his/her job responsibilities.

### **REPORTING**

11. The Programme Manager reports to the Head of the Programme Delivery Department.

### **TENURE**

12. Appointment will be for three (3) years in the first instance.