



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

The University of the Southern Caribbean invites applications for the following position:

DISTANCE EDUCATION

CHAIR, TECHNOLOGY, CONTENT AND PEDADOGY

DUTIES AND RESPONSIBILITIES

- Write reports and/or perform presentations to relevant faculty and department heads (where necessary) to keep them abreast of technological trends, technology adoption proposals and other relevant matters as it pertains to the online learning experience of fully online programmes, when pertinent.
- Engage in learning technologies and course-authoring and design training sessions with faculty; creation of relevant tutorials for faculty associated with Distance Education
- Assisting faculty with deriving innovative methods of integrating technology into the instructional process and instructional delivery environment as it pertains to the online environment
- Illustrating proper pedagogy regarding technology integration into learning
- Design e-course templates for faculty to utilize
- Design data gathering documents to assist in the e-course design and development process
- Create procedures and outline the various processes that guide the design and development of e-courses for the online platform
- Assist faculty in creating and updating course & e-course materials to meet basic international educational technology standards

- Assist faculty in creating interactive e-course materials for the online platform
- Inform faculty and apply where possible the various international standards in educational technology.
- Coordinate and collaborate with the various players: individuals, groups and or teams that will be involved in the e-course development process
- Coordinate and manage subject matter experts and collaborate with course developers
- Assist in the monitoring of e-tutors, e-lecturers as the developed courses that are launched progresses
- Collaborate with the Dean of Distance Education and Director of Institute of Educational Technology to design polls and surveys to capture and evaluate the student experience in online courses specific to user experience regarding the adoption of learning technologies in courses and implementation of appropriate instructional design and course design elements.
- Collaborate with the Dean of Distance Education and Director of Institute of Educational Technology and analyze the data from polls and surveys and utilize to update and enhance courses where possible
- Engage in a maximum of nine credits of relevant academic/discipline-specific research annually and contribute to the body of knowledge of educational technology in USC, Trinidad and Tobago and in the wider Caribbean. Where research is not done this can be supplemented by teaching where possible to the same credit load.

The following are the categories of tasks that the candidate would be expected to engage in:

1. Educational Technology Market Research
2. Learning Technologies & Content-Authoring Training & Coaching
3. Design & Development
4. Coordinating/ Collaborating/ Monitoring/ Evaluating
5. Academic Research
6. Human Capital Development

QUALIFICATION AND EXPERIENCE

- A Masters degree in Educational Technology, Instructional Design or related area from an accredited Institution
- A minimum of 5 years' experience in Instructional Systems Design and Theory and success within a tertiary level academic institution
- Experience in program development and flexible course delivery
- Excellent knowledge of the SDA education system

OTHER REQUIREMENTS

- Capable of utilizing a graphic editor such as Adobe Photoshop or Gimp
- Capable of utilizing screen-casting software such as Camtasia or Screencast-o-matic
- Proficiency in Microsoft PowerPoint
- Proficiency in the use of Learning Management Systems like Moodle
- The ability to coordinate groups and teams
- The ability to think and act strategically
- The ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups, including faculty, staff, students and alumni
- Commitment to high spiritual, moral, and ethical values of the Seventh-day Adventist Institution

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Advertisement will be left open until a suitable candidate is found

Or email us at: hr@usc.edu.tt or uschumanresources@yahoo.com

Applicants are also required to submit a copy of the application to:

Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 3, #50-54 Duke Street, Port of Spain.

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.