



UWI

OPEN CAMPUS

Now Recruiting: Online Facilitators for BSc Sociology Programme

The Programme Delivery Department, is currently inviting applications for online facilitators in the Discipline of **BSc Sociology**, to facilitate the course:

1. **Criminology & Criminal Justice- proposed course content:** measuring crime and criminal behaviour, social structure, social processes, psychosocial and critical theories, bio criminology, and victimology.

Responsibilities of online facilitators include but not limited to:

- completion of all mandatory online training courses offered by the Programme Delivery Department
- working collaboratively with the course coordinator to design exam questions and course work assignments
- providing instructional leadership in an online course
- moderating online discussions
- responding to individual students and/or group concerns and queries
- fostering a healthy, learner-centred, online teaching/learning environment
- grading and providing feedback on activities and assignments within the required time period
- marking of exam scripts within the given deadline

Qualifications

- A PhD or Doctoral Degree in Behavioural Sciences
- A Master's degree in Behavioural Sciences relevant to the content area (criminology & criminal justice) for which he/she is applying.
- Teaching certification and or teaching experience is required

Requirements

- Access to a personal computer with fast speed Internet connectivity.
- Working knowledge of the Internet and use of Microsoft Office products
- Excellent written communication skills for interacting in the online environment
- Sensitivity to the needs of students from diverse settings and backgrounds
- Applicants must have experience in teaching/training adult learners at the tertiary education level, in the public sector or in the industry. However general teaching experience at the lower levels of the education system (primary & secondary) would also be considered. Persons who have formal qualifications in the academic discipline enjoy a distinct advantage

Mandatory Training

Successful candidates will be required to complete UWI Open Campus mandatory training in online instruction prior to the start of teaching. The training period should last between 5-8weeks.

Remuneration

Facilitators will be paid a fixed fee on satisfactory completion of all assigned tasks; this fee covers a contribution towards the cost of internet usage for the course. All fees will be subject to tax.

Interested applicants must submit the following application package to undergrad-jobs@open.uwi.edu & lesleann.whiteman@open.uwi.edu **by March 20th 2017:**

1. A recent Resume
2. A UWIOC application form go to: <http://www.open.uwi.edu/hrmd/forms>
3. Scanned copies of Degrees, Certificates, and Transcripts
4. Two references

Remember: The degree programme and the name of the Program Manager must be indicated in the subject line of your e-mail message (e.g. Attention Dr. Whiteman- Application BSc Sociology: Criminology and Criminal Justice).