



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

COURSE DELIVERY ASSISTANT PROGRAMME DELIVERY DEPARTMENT ACADEMIC PROGRAMMING AND DELIVERY DIVISION

Applications are invited for the post of **Course Delivery Assistant (CDA)**, in the Programme Delivery Department, Academic Programming and Delivery Division (APAD) of The University of the West Indies, Open Campus.

The Academic Programming and Delivery (APAD) Division of The UWI Open Campus is responsible for the planning, development and delivery of Open Campus academic programming. The Programme Delivery Department (PDD), is responsible for the delivery of programmes. The focus of the PDD is to ensure that all programmes are delivered to a high standard and that they continually meet the needs of our most important client group - our students.

QUALIFICATIONS/TRAINING/EXPERIENCE

Candidates for the position of Course Delivery Assistant (CDA) should possess:

- a Bachelor's Degree in a relevant discipline;
- a clear understanding of the curriculum development process and distance education pedagogy;
- proven practical experience in distance education, preferably in a comparable context;
- ideally the CDA will have knowledge of the academic environment within UWI and throughout the Caribbean; and
- ideally the CDA will have training in curriculum development/implementation and have completed one or more online courses so that they have experience from the perspective of a student.

PERSONAL ATTRIBUTES

The successful candidate will be expected to demonstrate:

- excellent computer skills;
- ability to organize and plan;
- ability to communicate effectively, both orally and in writing with people of varying levels of training and experience;
- good interpersonal skills;
- good time-management skills;
- ability to work independently;
- aptitude for teamwork.

MAJOR RESPONSIBILITIES

The successful candidate will be required to:

- work as part of a team in the planning, delivery and evaluation of Open Campus online and face-to-face programmes and courses;
- work as part of a team to coordinate the online orientation for new and returning students;
- provide guidance and administrative support for students to assist in the achievement of their academic goals;
- oversee student related matters in support of students in their programme of study (e.g. Student Handbook, Resources, etc.);
- liaise with Registry and other relevant units to manage the student induction process to the Learning Exchange (LE);
- coordinate closely with Registry and other relevant units to advise and provide support for students at academic risk;
- work with the academic support team to plan and manage course delivery in the LE;
- take corrective action, when appropriate, to ensure that courses are delivered on time and in accordance with OC guidelines;
- monitor the effective delivery of courses and identify tutors and coordinators who are failing to meet the standards of excellence established by Open Campus;
- add Course Coordinators and E-tutors to the OCMS – assigning them to sites and their respective courses;
- assist in data management of course coordinators and tutors; and
- assist the Instructional Development Coordinator (IDC) in the orientation of academic staff and coordination of UWIOC professional development training of e-tutors, course coordinators and staff (e.g. *Managing and Facilitating Online Instruction*);
- any other job related duties.

LEVEL

- Administrative Assistant Level depending 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 individuals who are 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 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.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – June 14, 2018