Applications are invited for the post of 

**Course Editor (Part-time)**

**TEMPORARY**

Course Delivery Department

Academic Programming and Delivery Division

The Course Editor (Part-time) will have responsibility for editing all course materials whether text based, graphics, video or audio to improve readability and logical flow; and the correction of errors of punctuation, spelling and syntax. The Editor will be expected to use knowledge of layout principles and publication styles to improve the inclusive design of course materials produced by the Course Development Department.

The Course Editor (Part-time) will be expected to be familiar with the academic and strategic goals of the Academic Programming and Delivery Division (APAD), the online and distance environment of the OC and take an active role in advancing them through service and leadership. The Editor is strongly encouraged to engage in scholarly activity, particularly in areas related to course design methodologies and presentation of content and inclusive design that facilitate engaged learner experiences.

**QUALIFICATIONS AND EXPERIENCE**

Candidates for the position of Course Editor (Part-time) should possess:

- a Master’s Degree in English, Media and Communication, Journalism or any equivalent combination of experience, training and education;
- at least two (2) years experience in a media production environment;
- qualifications and/or at least two (2) years of experience in project management.
PERSONAL ATTRIBUTES

The successful candidate will be expected to demonstrate:

- a strong work ethic and the ability to self manage day-to-day activities;
- familiarity with current trends in layout principles and publication styles and any related supporting technologies;
- a client-centred orientation, strong interpersonal skills, as well as the ability to continually learn, innovate creatively and adapt to achieve project goals;
- competence with web conferencing and other online communication technology tools in recognition of the fact that daily interactions with geographically dispersed department colleagues are carried out virtually; and
- ability to work under conditions of multiple competing deadlines in a collaborative team environment and complete projects in a timely manner.

MAJOR RESPONSIBILITIES

Some of the specific duties for which the Course Editor (Part-time) will be responsible include, but will not be limited to:

- identify gaps in the flow of information in course materials for the attention of CDS staff and recommend the reorganization of materials to achieve clarity, and logical flow to maintain learner interest;
- collaborate with CDS team members to ensure that content inclusive of text based materials, illustrations, graphics and captions are well written and logically structured; titles and headings in tables and diagrams accurately reflect the content they are intended to and that all accompanying notes are correctly placed;
- ensure that content produced is in keeping with the department’s style guide for different levels of programming - for example, that hyphens, capital letters, optional spellings, and colour coded templates are used consistently;
- ensure that all referencing conforms to the format used in the chosen style guide, references are current sources, and there are no copyright infringements associated with usage in the materials;
- correct all spelling, punctuation and grammar errors in the text and supporting multimedia resources and ensure that course content flows smoothly and that the basic rules of paragraphing are followed; and
- other duties as assigned by the Head of Department.
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.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – August 21, 2016.
PARTICULARS

COURSE EDITOR (Part-Time)
Temporary

GENERAL

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

   - Anguilla
   - Antigua & Barbuda
   - Bahamas, The Commonwealth of
   - Barbados
   - Belize
   - British Virgin Islands
   - The Cayman Islands
   - The Commonwealth of Dominica
   - Grenada
   - Jamaica
   - Montserrat
   - St. Christopher & Nevis
   - St. Lucia
   - St. Vincent & The Grenadines
   - The Republic of Trinidad & Tobago
   - 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
The UWI Open Campus
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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 a senior administrative contract 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. The position may be located at any of the Open Campus locations, including Country Sites and Open Learning Centres.

10. The Open Campus is a virtual organization that relies heavily on information and communication technology. The Course Editor (Part-time) will be required to work with this technology on a daily basis to interact with department colleagues and contracted part-time professionals.

REPORTING

11. The Course Editor (Part-time) reports to the Head of the Course Development Department.

TENURE

12. The contract for this position will be for six (6) months in the first instance.

13. Renewal of the position will be dependent upon the identification of ongoing funding.

NB: INTERNAL STAFF

14. 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.