INSTRUCTIONAL DEVELOPMENT COORDINATOR
ACADEMIC PROGRAMMING AND DELIVERY DIVISION

The Academic Programming Delivery Division of the Open Campus, UWI, requires an Instructional Development Coordinator (IDC).

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. One of APAD’s Departments, 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. The IDC will report to the Head of Department (PDD) and is primarily responsible for overseeing pedagogical quality, ensuring that all course coordinators and eTutors are prepared to teach in the online environment and are supported in the ongoing development of their teaching practice. The IDC is also responsible for ensuring that the other members of the PDD are prepared to work in the online educational environment by providing initial and ongoing training and professional development.

QUALIFICATIONS & EXPERIENCE

- Masters preferably in areas related to online and distance education. An EdD/PhD would be desirable.
- A minimum of three (3) years’ experience in curriculum and instructional practice in online and distance education and at least two (2) years’ experience as an online facilitator.
- Candidates must be familiar with recent developments in online pedagogy and ICT and in the potential of these developments for online teaching and learning. Additional professional qualifications in such areas as teacher education, curriculum development and planning, distance learning delivery methodologies, and candidates who have experience in coaching and teaching at the tertiary level would have a definite advantage.
MAJOR RESPONSIBILITIES

The successful candidate will be required to -

- Lead academic staff development and training in the PDD;
- Lead the preparation of new course coordinators and tutors to teach in an online environment;
- Provide ongoing opportunities for course coordinators and eTutors to continue to develop their online teaching practice;
- Assist with the planning and delivery of programmes and training related to online pedagogy for the OC, UWI and external clients;
- Collaborate with peers in training to develop and deliver professional development programmes and certifications that improve teaching and learning in the Open Campus.
- Provide effective intervention in cases where concerns arise in OC online courses;
- Ensure that continual attention is given to online pedagogical issues in the OC, helping to position the OC as a leader in the area within UWI and outside the University;
- Provide leadership in undertaking research and other forms of scholarship activities related to online pedagogy;
- Work as part of a team within the PDD and the Academic Programming and Delivery Division to ensure high standards of programme delivery are promoted and maintained;
- Develop criteria, monitor and evaluate quality assurance procedures in the learning environment to ensure that the highest possible standards are maintained in programme delivery;
- Use relevant data to guide staff development and academic practice;
- Establish standards to inform the teaching-learning interaction among participants in the online environment;
- Display an understanding of curriculum theories and designs, adult learning, diversity and inclusion in instructional practice;
- Promote innovative methods in learning, teaching and assessment as they relate to online and distance education;
- Work with other staff to identify, evaluate and make decisions on best practice in the delivery of online courses; and
- Function in a leadership capacity, working with minimal supervision in establishing priorities, making decisions, and completing tasks within deadlines.
KEY COMPETENCIES/SKILLS/ATTRIBUTES

The successful applicant should:

- Possess excellent interpersonal skills and be an effective communicator orally and in writing;
- Communicate and function efficiently and effectively in a virtual work environment.

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 UWI Open Campus website: http://www.open.uwi.edu/hrmd/employment-opportunities and sent via email as soon as possible, along with 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 ask 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 – OCTOBER 27, 2017
PARTICULARS

INSTRUCTIONAL DEVELOPMENT COORDINATOR
ACADEMIC PROGRAMMING AND DELIVERY DIVISION

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
   - Bermuda
   - 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. 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 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 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.
5. 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.

6. 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**

7. This position is in the Academic Category. The initial appointment would be at Assistant Lecturer / Lecturer Level or above depending on experience and qualifications.

**WORK LOCATION**

8. The position may be located at any of the Open Campus locations, including Country Sites and Open Learning Centres.

9. The Open Campus is a virtual organization that relies heavily on information and communication technology. The IDC will be required to work with this technology on a daily basis to interact with colleagues and facilitators.

10. The IDC may be required to travel throughout the Caribbean as part of his/her job responsibilities.

**REPORTING**

11. The Instructional Development Coordinator reports to the Head of the Programme Delivery Department.

**TENURE**

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