

Wilfrid Laurier

Posting ID 4445

Date Posting 8/7/2014

Closes - External

Position Title Educational Developer

Department Centre for Teaching Innovation and Excellence

Job Type Full-time, Continuing

Campus Brantford

Reports To Manager, Educational Development

The Centre for Teaching Excellence and Innovation (TEI) is comprised of six distinct departments with interconnected and yet varying responsibilities. Reporting to the Associate Director, the incumbent will be responsible for:

- planning, implementing, and evaluating educational development programs, services and activities
- consulting and advising on a wide range of teaching and learning issues with individuals, departments and groups
- providing guidance to faculty on pedagogically sound uses of technology in teaching
- consulting and engaging with faculty and staff in action research on learning and teaching
- providing general knowledge and consultation regarding online learning and continuing studies activities and processes
- providing general support to faculty and staff with respect to educational technologies, particularly support related to the learning management system and other widely-adopted technologies

Position Summary

Recognizing the above accountabilities, the position will be required to have a broad knowledge of TEI activities and programs and will be expected to liaise regularly with TEI managers and staff located at both the Waterloo and Brantford campuses. Although the position is based primarily at the Brantford Campus, he/she will also have responsibilities at the Waterloo and other campuses, as required.

General

- Broker and facilitate teaching and learning relationships, networking opportunities, and a sense of community across the Brantford campus
- Collaborate and liaise with the Centre for TEI units, ensuring alignment of practices for the Brantford campus
- Provide coordination and support of the Centre for TEI activities
- Participate on multi-campus committees, where appropriate
- Collaborate on joint projects and research initiatives

Educational Development

- Research, design, and deliver programming for Brantford faculty that is consistent with the mission and mandate of the Centre for TEI
- Support the professional development of graduate students
- Support the development of individual faculty members' teaching effectiveness, course and program design
- Promote and familiarize faculty with online /blended learning development opportunities and provide instructional design expertise on online learning course applications and developments
- Conduct (and advise on the design and implementation of) student feedback initiatives
- Promote and collaborate on classroom research and faculty teaching and learning projects
- Assess the impact and effectiveness of programs and services designed for and delivered at the Brantford campus (e.g., gathering evidence of impact from individuals with teaching responsibilities; developing evaluation tools and strategies to determine program effectiveness)

Accountabilities

Quality Assurance

- Work with the Quality Assurance Office to assist academic units through the processes of new program development and cyclical program review as required by the University's Institutional Quality Assurance Procedures

- Assist with the facilitation of curriculum review and enhancement initiatives as required
- Design, develop and customize print and digital resources in support of the curriculum development process (e.g., crafting program/course/learning objectives and outcomes) and teaching and learning in general
- provide technical and pedagogical support to faculty with respect to varying types of physical learning environments

Online Learning and Continuing Studies

- Provide assistance with online learning administration, including midterm examination procedures, and with processes associated with the return of media
- Work with faculty and staff to promote non-credit (Continuing Studies) programming at the Brantford campus
- Assist faculty in the development of proposals for Continuing Studies certificates and programming
- Provide administrative support for CS offerings, including registration, room bookings, textbook distribution etc.
- Assist in marketing of CS and OL course offerings at the Brantford campus

Educational Technologies

- Support faculty and staff in the general use of the learning management system, clicker system, plagiarism detection and other university-endorsed software
- Refer faculty to the appropriate Educational Technologies (EdTech) staff person for higher-level questions
- Liaise with Brantford ITS as needed to assist with clickers or MyLearningSpace login issues
- Assist with EdTech training sessions and events in Brantford
- Graduate degree or equivalent in instructional design, instructional or educational technology, curriculum development, teaching and learning in higher education, training and development, or related field
- Minimum of five years' experience as an instructional designer in classroom, blended and online course models, educational developer, or trainer
- Demonstrated understanding and application of instructional design theories and strategies
- Demonstrated knowledge and understanding of educational technologies and their pedagogical appropriateness
- Knowledge of impact of physical classroom environment on teaching and learning approaches
- Familiarity with classroom technologies
- Knowledge, experience, and practice in teaching, training, program design, resource development, and one-on-one consultations
- Knowledge and application of provincial Degree Level Expectations and their relationship to program and course level learning outcomes
- Exceptional written and verbal communication, professional and interpersonal skills, initiative, and the ability to work independently as well as in a team environment
- Exceptional organizational and self-management skills, including time management and ability to prioritize, multi-task and attend to detail
- Demonstrated experience in project management
- Demonstrated ability to contribute effectively to a collaborative team
- A service-oriented approach to practice (e.g., faculty, administration, staff, students, etc.)
- Demonstrated ability to function effectively in an academic setting, including the ability to understand and apply appropriate institutional policies and procedures
- A valid Ontario driver's license and a willingness to travel offsite to other Laurier campuses as needed
- Ability to lift up to 30 pounds and recognition that from time-to-time the incumbent may be required to work outside the normal work hours of 8:30 a.m. to 4:30 p.m.

Qualifications

Grade
Salary

EX-G
\$57 680 – \$64 465

Please Note

Please submit a cover letter and resume.

Wilfrid Laurier University endeavors to fill positions with the best available candidates who have the appropriate combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's [Employee Success Factors](#).

Wilfrid Laurier University is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of a visible minority. To obtain a copy of this job description in an accessible format, please contact Human Resources at 519-884-1970 ext.2007.