#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Education Developer (Higher Education Teaching & Research Recognition Coordinator)

**Job Number:** A-435 | VIP: 1718

**Band:** OPSEU- 9

**Department:** Centre for Teaching & Learning

**Supervisor Title:** Associate Dean, Teaching & Learning

**Last Reviewed:**  January 14, 2022

#### **Job Purpose:**

In consultation with the Senior Education Developer, the Education Developer (Higher Education Teaching and Research Recognition Coordinator) is expected to facilitate award nomination submissions for regional and national awards (for example, OCUFA and 3M) for CUPE and TUFA members to support the institutional mandate of raising the profile of teaching and research awards in higher education at Trent University. The Coordinator is to review best practices at other Universities, to identify and develop new prestigious award opportunities, submission processes, and selection criteria especially in the areas of SoTL in Higher Education and Higher Education Leadership. The Coordinator is responsible for organizing and overseeing all aspects of teaching and research recognition events (promotional and celebration). The Coordinator will also consult with faculty and chairs to support course design, develop and support faculty engagement in research on teaching and learning, develop, and facilitate faculty professional development, and support quality assurance by advising for cyclical program reviews with regards to learning outcomes. These activities will support the goals of enhanced teaching excellence within the Trent teaching community.

#### Key Activities:

##### Teaching & Research Recognition

1. Trent University's representative and contact for requests for information on internal and external awards.
2. Advises and provides administrative and organizational support to committees for both internal and external awards.
3. Supports the development of new internal awards.
4. Coordinates institutional communication on internal and external award opportunities for all instructors and faculty.
5. Prepare nomination packages for faculty for external awards in teaching, educational leadership, and research at both the provincial and national levels.
6. Develops online and print showcases featuring creative, connected, and innovative faculty, staff and student teaching and learning initiatives.
7. Plan and coordinate on campus and off campus (professional development promotion, Celebration of Teaching, Visiting Scholar events) including overseeing catering, media, space allocation, advertising/promotion.

##### Instructional Support

1. Works with key members of the CTL to develop an educational plan for instructors.
2. Develops clearly written, well-organized, research-informed, accessible resources to share with faculty.
3. Identifies, plans, leads, and/or supports the appropriate forum for the delivery of those resources (including consultations, workshops, programs, speakers’ visits, and conferences).
4. Provides guidance to instructors and departments on all matters of pedagogy.
5. Maintains knowledge of current developments in the scholarship of teaching and learning.

##### Quality Assurance/Project Management

1. Consults with Departments to support Cyclical Review activities.
2. Provides project management support for special projects and initiatives.

#### Education Required:

* Master’s Degree required (Humanities, Social Sciences, or Sciences).

#### Experience/Qualifications Required:

* Recent teaching experience in post-secondary sector.
* Three years’ direct work experience in a post-secondary environment, and demonstrated success, in a position which required considerable grant, proposal, or award nomination writing.
* Demonstrated knowledge of current ideas and issues within post-secondary education.
* Strong communication and interpersonal skills (with an ability to facilitate purposeful discussions within small groups).
* Demonstrated knowledge of project management and the ability to manage multiple projects and schedules.
* Demonstrated success in event coordination and community engagement involving multiple stakeholder groups.
* Excellent communication skills, initiative, and interpersonal skills, including diplomacy and confidentiality.
* Excellent writing and editing skills.
* Ability to work independently and as a member of a team.