**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Digital Projects Coordinator

**Job Number:** A-390

**NOC:** 4166

**Band:** 8

**Department:** Trent Online

**Supervisor Title:** Associate Dean, Trent Online

**Last Reviewed:** November 1, 2019

**Job Purpose**

The coordinator is responsible for overseeing and supporting the organization of special digital projects related to online course and program development. Coordination of key digital projects with tight timelines and precise deliverables is central to the work of this role. The incumbent is expected to assess scope and resource impacts for development and maintenance of educational technologies (including openly licensed and subscription-based resources, as well as hardware such as virtual and augmented reality equipment, and lightboard). The Coordinator will work with IT, the Library, Trent Online, and the Centre for Teaching and Learning in providing professional development opportunities for faculty, as well as contributing to course design.

**Key Activities**

* To establish a project management protocol with regards to acquiring and implementing digital learning assets (software, platforms, and hardware) into online and blended course design. This includes budgeting and workflow planning.
* To manage special digital projects (not directly related to formal course development) where there are external and/or internal partners with specific deadlines and deliverables, including ensuring communications with all parties involved are clear and timely.
* To work with faculty, instructional designers, and multimedia specialist on planning digital asset development and implementation such as podcasting, virtual reality, and lightboard in course design.
* To implement and support an online micro-credentialing platform (such as CanCred) in collaboration with academic program Directors or Chairs.
* In collaboration with instructional designers and multimedia specialist, to provide documentation and workshops for professional development of faculty and staff in the areas of virtual reality and lightboard use in course design, podcasting platforms, open educational publishing platforms.

**Education and Experience**

* Undergraduate honours degree required,
* 3 years of related experience working with education technologies and project management
* Proficiency with a range of educational technologies related to online and digital learning including but not limited to LMS (Blackboard preferred), micro-credentialing interfaces such as CanCred, lightboard set-up and use, VR and AR technology applications, Microsoft suite, video and audio editing software, podcasting.
* Demonstrated communications experience related to project coordination
* Excellent interpersonal and diplomatic skills; excellent communication skills, both oral and written; demonstrated dedication to student success.
* Demonstrated self-directed and independent problem-solving and work experience.