**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Coordinator, Trent Online

**Job Number:** A-238

**NOC:** 4166

**Band:** 11

**Department:** Dean of Arts & Science

 Information Technology

**Supervisor Title:** Dean of Arts & Sciences – Social Science

 Senior Manager, Client Support

**Last Reviewed:** April 17, 2013

**Job Purpose**

The Co-ordinator, Trent Online will direct the development and operation of the Trent Online Program at Trent University including alternative online learning delivery methods and provide student and faculty support services in the area of distance/online education.

**Key Activities**

1. Provides institutional leadership for the strategic development and implementation of online learning for Trent University.
2. Develops strategy and policy recommendations and makes recommendations to the Dean. Develops and implements processes and infrastructure required to support the centralized online learning program model.
3. Conducts research and analysis to identify courses of maximum benefit to Trent for online development. Works with department chairs and individual faculty members to encourage participation in online course development, to respond to specific requests, and to resolve capacity discrepancies as required.
4. Manages the course development and content evaluation processes, liaising with faculty, department chairs, instructional designers and multi-media developers to ensure that online courses meet Trent’s best practices standard. Addresses issues as they arise.
5. Develops institutional strategies to promote the online learning program to Trent University students and others, with the support of the Marketing and Communications Department
6. Working with the Dean of Trent Online and Senior Manager, Client Support, supervises projects undertaken by the Trent Online Assistant and Instructional Designer – Online Learning.
7. Develops and manages the distance education/online learning budget. Develops institutional strategies to promote online learning opportunities to Trent students and others
8. Serves as a consultant to the Senate Teaching and Learning Committee. Represents Trent on the COU e-learning affiliate and elearnnetwork.ca.
9. Participates in provincial, national and international communities of practice in order to remain up to date on leading edge developments in the rapidly changing e-learning field

**Education**

Masters Degree in Distance Education, Curriculum Development, Educational Technology with a focus of study in Distance Education.

**Experience Required**

1. Three to five years of experience in instructional technologies in a post-secondary institution. Online teaching experience or experience working in a distance learning program preferred. Demonstrated progressively responsible leadership and supervisory roles in an educational setting.
2. Knowledge of Instructional Design principles for distance learning including development of instructional technologies, course materials, assessment techniques, appropriate integration of learning technologies and best practices.
3. Knowledge of AODA regulations and compliance requirements in online environments and assessment strategies.
4. Knowledge of current trends in the production and post-production of instructional media technology
5. Excellent presentation, written and verbal communication, professional and interpersonal skills. Must be able to work independently and as part of a team.
6. Strong organizational and self-management skills, including the ability to multi-task and handle conflicting time pressures to meet schedules/timelines.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Indirect Responsibility

Lead Hand to: Trent Online Assistant

 Instructional Designer(s)