**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Online Curriculum Coordinator

**Job Number:** A-388

**NOC:** 4166

**Band:** 8

**Department:** Bioenvironmental Monitoring and Assessment (BEMA – Graduate

Program)

**Supervisor Title:** Bioenvironmental Monitoring and Assessment Director

**Last Reviewed:** October 29, 2019

**Job Purpose**

This position provides overall coordination for the course-based Masters and Diploma (GDip) in Bioenvironmental Monitoring and Assessment (BEMA) degrees; ensures the smooth technical delivery of the online program in consultation with Trent Online and the BEMA Program Director; assists teaching faculty with course development, updating, and implementation, and grading, as needed; and coordinates the development, curation, and offering of online workshops for the MSc in BEMA degree.

**Key Activities**

1. **Online Curriculum Coordination**

* Supports the implementation of the one-year course-based Masters and GDip programs
* Ensures the smooth delivery of the graduate program, including course coordination and timing of student deliverables across courses
* Identifies areas for course development or adjustment as per past offerings and contemporary standards in the environmental sciences and online pedagogy
* Works with course developers, instructors and Trent Online to ensure course quality and effective online pedagogy
* Conducts course teaching evaluations and program evaluations
* Facilitates development of online course proposals in coordination with the Dean and Director

1. **Program Coordination**

* In consultation with course instructors, implements changes to online program content, including but not limited to updating and creating program module shells, specialized requested content, videos, learning objects, and assessments
* Works with Trent Online to ensure that course design meets quality standards
* Regularly meets with Trent Online staff to review developments, successes and challenges with technology and online pedagogy implementation overall
* Regularly meets with course instructors to review/update course content
* Meets with students to ensure satisfaction with the courses/program and to act as liaison between students and course instructors as needed
* Monitors student performance and success meeting deadlines in order to identify student academic deficiencies and support learner needs
* Provides training to course instructors to ensure deliverable program content is implemented in accordance with best practices and online pedagogies
* Assists course instructors with assignment grading, discussion board monitoring and management, as needed
* Coordinates development and curation of online workshops and modules which are required by the MSc in BEMA degree

1. **Recruitment**:

* As needed, attends recruitment events to promote the BEMA program

* Relates nuances of BEMA program and comparisons to other graduate programs with prospective students

**Education**

* Masters (Natural Sciences)
* Post- graduate certificate in online course design and/or education technologies (preferred)

**Experience Required**

1. Three years-experience of online instruction (preferably at the graduate level)
2. Familiarity with development of learning outcomes, curriculum mapping, and curriculum curation
3. Advanced skills in LMS (preferably Blackboard), as well as education technologies such as Voice Thread, Camtasia, Adobe Presenter, Articulate 360 and others
4. Excellent interpersonal and diplomatic skills; excellent communication skills, both oral and written; demonstrated dedication to student success.
5. Demonstrated self-directed and independent problem-solving and work experience.