**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** E-Learning Designer

**Job Number:** A-397

**NOC:** 4166

**Band:** 11

**Department:** Centre for Teaching & Learning

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

**Last Reviewed:** April 8, 2020

**Job Purpose**

Reporting to the Associate Dean of Trent Online, the E-Learning Designer is part of the eLearning team, and supports the overall Centre for Teaching and Learning mission: to support the scholarship and design of teaching and learning in higher education at Trent University. The E-Learning Designer works closely with faculty to identify the needs of a given program or course and propose solutions that synthesize current learning theory, sound teaching practices and available technologies with a focus on experiential education, open, and blended learning. Provides virtual course design and development, including decisions identifying learning objectives that align with undergraduate and graduate degree level expectations, content arrangement, sequencing of lessons, use of assessments and selection of learning activities including experiential education and blended learning. The E-Learning Designer conducts course needs assessments with regards to regulatory compliance such as AODA and UDL, and supports faculty in writing scripts and narratives and create storyboards. This position consults, trains, and serves as a resource person to faculty in the design, development, evaluation and revision of courses using the University’s learning management system (Blackboard).

**Key Activities:**

1. Educational leadership for faculty and staff engaged in online and blended course design and instruction, including experiential learning innovation
2. Project supervision and completion of new course development, course redevelopments and specialized E-Learning projects (eg. grant projects) working collaboratively with faculty and externally contracted professionals to produce the student learning experience in accordance with best practices in online pedagogy and virtual learning, including UDL, Open, and experiential design.
3. Ensure course content and learning outcomes reflect undergraduate and graduate degree level expectations at Trent University.
4. Support creation storyboards, scripts and other pre-production documentation relate to online course development for use by course developers, faculty and graphic designers.
5. Develop instructional media; including online modules, data visualizations, graphics, presentations, video content, and print resources
6. Develop and direct course content reviews in accordance with current quality standards and rubrics recognized in the field of digital learning (Quality Matters, Open SUNY Course Quality Reviews).
7. Explore newly emerging technologies and critical digital pedagogies to enhance teaching, research and scholarly activities in areas of humanities, social sciences, and sciences.
8. Attend and participate in professional meetings and conferences to showcase expertise and innovation in online pedagogy.
9. Participate in personal professional development to serve as a resource for the Trent community for on-the-horizon digital teaching themes including but not limited to authentic inclusion of Indigenous Knowledge and accessible teaching practices.

**Education**

* Masters Degree in Educational Technology or Instructional Design

**Experience Required**

* Minimum of 3 years of instructional design work experience in developing online and hybrid (blended) courses for delivery within an LMS
* Industry standard accreditation in applied instructional design standards
* Evidence of advanced understanding of undergraduate and graduate degree level expectations
* Demonstrated advanced use of development tools for creating interactive/digital content (e.g. Yuja, Captivate, Camtasia, VoiceThread, Pressbooks, H5P etc.) including integration of multi-media content and dynamic assessment strategies.
* Demonstrated advanced experience and success working in the Blackboard Learn GUI environment; evidence of experience with Blackboard apps including Blackboard and Bb Instructor;
* Experience in supporting, designing, deploying and evaluating open online learning such as MOOCs, open programs, ZCred or no-cost programming
* Proven success with creating instructional video and audio files and streaming;
* Experience with coordinating successful one-on-one and group training;
* Demonstrated excellence in project management addressing institutional change and adoption of digital learning technologies and pedagogies at scale.
* Evidence of ability to work effectively with a team demonstrating exceptional interpersonal and consultation skills with a high level of adaptability in dealing effectively and positively with diverse team members, including instructors.
* Recent online teaching experience at the university or college level with evidence of high quality teaching