**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Online Undergraduate Curriculum Coordinator (Sciences)

**Job Number:** A-398

**NOC:** 4166

**Band:** 8

**Department:** Centre for Teaching and Learning

**Supervisor Title:** Associate Dean, Centre for Teaching and Learning

**Last Reviewed:** May 6, 2020

**Job Purpose**

The Coordinator will work the instructional design team in Trent Online to assist teaching faculty in the sciences to support best practices for online and blended delivery of undergraduate science courses. This includes introducing and supporting digital innovations in areas of laboratory experiences for students, assessment strategies and learning technologies relevant to the sciences. The Coordinator will support faculty and students in navigating the learning management system in cooperation with IT and Trent Online.

**Key Activities**

1. **Online Curriculum Coordination**
* Supports implementation of online and blended undergraduate science courses using effective digital pedagogical approaches for content delivery, student assessment, virtual laboratory resources, and virtual proctoring.
* Works with teaching faculty, Department Chairs, and Trent Online to coordinate course set up in the learning management system, and ongoing maintenance of courses to ensure the smooth delivery of online and blended undergraduate science courses and programs.
* Supports the development of online course proposals in coordination with the faculty and Department Chairs.
1. **Faculty and Student Support**
* Supports course instructors to implement changes to online program content, including but not limited to specialized requested content, videos, learning objects, and assessments.
* 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.
* Provides training to course instructors to ensure deliverable program content is implemented in accordance with best practices and online pedagogies.

**Education**

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

**Experience Required**

1. Three years-experience of online instruction
2. Familiarity with development of learning outcomes, curriculum mapping, and curriculum curation in the sciences
3. Demonstrated advanced experience in LMS (preferably Blackboard), as well as education technologies such as Voice Thread, H5P, Open access resources, virtual or digital lab resources, and virtual proctoring services.
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.