#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Education Developer (SoTL Coordinator)

**Job Number:** A-453 | VIP: 1881

**Band:** OPSEU- 9

**Department:** Centre for Teaching & Learning

**Supervisor Title:** Associate Dean, Teaching & Learning

**Last Reviewed:**  September 22, 2022

#### **Job Purpose:**

In consultation with the Senior Education Developer, the Education Developer (Scholarship of Teaching & Learning Coordinator) is expected to facilitate SoTL for CUPE and TUFA members to support the institutional mission to encourage and celebrate excellence and innovation in teaching, learning, research, and student development at Trent University. The Developer is responsible for organizing and overseeing all aspects of the Trent Teaching Fellowships, Wickerson Fund Grant, and Distinguished Visiting Teaching Scholar programs. The coordinator will also consult with faculty and chairs to support course design, develop, and support faculty engagement in research on teaching and learning, develop, and facilitate faculty professional development. These activities will support the goals of enhanced teaching excellence within the Trent teaching community.

#### Key Activities:

##### Research Support

1. Advises and provides administrative and organizational support to committees for internal SoTL grants and fellowships.
2. Supports the development of new internal awards
3. Collaborates with CTL staff to support CTL projects and initiatives including knowledge dissemination, conferences, and credentialing programs.
4. Supports faculty in preparing applications for SoTL grants and fellowships in developing and articulating research projects.
5. Provides ongoing support to Teaching and Wickerson Fellows, including creating and sustaining SoTL working groups and developing opportunities for dissemination of research through workshops, conferences, credentialing, and publications.
6. Develop and facilitate workshops and consultations for faculty engaging in SoTL to explore best practices in research and knowledge dissemination.
7. Develops online and print showcases featuring creative, connected, and innovative faculty, staff and student teaching and learning initiatives.
8. Plan and coordinate on campus and off campus professional development promotion, Visiting Scholar events including overseeing catering, media, space allocation, advertising/promotion.

##### Instructional Support

1. Works with key members of the CTL to develop an educational plan for instructors.
2. Provides ongoing support to the First Year Caucus of instructors.
3. Develops clearly written, well-organized, research-informed, accessible resources to share with faculty.
4. Identifies, plans, leads, and/or supports the appropriate forum for the delivery of those resources (including consultations, workshops, programs, speakers’ visits, and conferences).
5. Provides guidance to instructors and departments on all matters of pedagogy.
6. Maintains knowledge of current developments in the scholarship of teaching and learning.

##### Quality Assurance/Project Management

1. Consults with Departments to support Cyclical Review activities.
2. Provides project management support for special projects and initiatives.

#### Education Required:

* Master’s Degree required (Humanities, Social Sciences, or Sciences).

#### Experience/Qualifications Required:

* Recent teaching experience in post-secondary sector (online or face to face)
* Three years’ direct work experience in a post-secondary environment,
* Demonstrated knowledge of the scholarship of teaching and learning in higher education, including educational research methodologies.
* Strong communication and interpersonal skills (with an ability to facilitate purposeful discussions within small groups).
* Demonstrated knowledge of project management and the ability to manage multiple projects and schedules.
* Demonstrated success in event coordination and community engagement involving multiple stakeholder groups.
* Excellent interpersonal skills, including diplomacy and confidentiality.
* Excellent writing and editing skills.
* Ability to work independently and as a member of a team.