#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Senior ELearning Designer

**Job Number:** A-362 | VIP: 1472

**Band:** OPSEU-12

**Department:** Centre for Teaching & Learning

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

**Last Reviewed:**  June 26, 2018

#### **Job Purpose:**

Reporting to the Associate Dean of Teaching and Learning, the Senior ELearning 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 Senior ELearning Designer plays a professional leadership role within the team through mentoring junior colleagues and contributing to the strategic vision of Trent Online. The Senior ELearning Designer works closely with faculty to identify the needs of a given program or course and propose solutions that synthesize current learning theory, research evidence, sound teaching practices and available technologies. Provides expertise and direction regarding 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; they conduct course needs assessments with regards to regulatory compliance such as AODA, write 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:

##### Strategic Planning and Leadership

* As the team lead for the unit, the Senior eLearning Designer:
  + Provides mentorship for junior colleagues and professional leadership in Trent Online.
  + Provides guidance to Trent Online management on strategic direction and decisions around resource acquisition and allocation including budgeting and staffing plans.
  + Coordinates workload for Trent Online staff in order to ensure unit objectives are accomplished and work is divided in an equitable and efficient manner.
  + Provides educational leadership for faculty, staff, graduate students, and community partners engaged in online course design and instruction including organizing, designing, delivering and evaluating professional development learning activities.
  + Manages online learning delivery projects (e.g., eCampus 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 accessibility design.
  + Evaluates effectiveness of eLearning initiatives and recommends improvements.
  + Participates in Senate committees and subcommittees as required.

##### Instructional Design

* Organize and manage online, blended course and project design, coordinating the activities of subject matter experts, pedagogy, technology, and media staff.
* Ensure course content and learning outcomes reflect undergraduate and graduate degree level expectations at Trent University.
* Create storyboards, scripts, and design mock-ups.
* Develop instructional media; including online modules, data visualizations, graphics, presentations, video content, and print resources.
* Ability to produce high quality, highly detailed written documentation that can be easily followed by course developers, faculty, and graphic artists.
* Develop and direct course content reviews workflow processes in accordance with Quality Matters
* Provide guidance on compliance with privacy, accessibility, copyright and information security standards and legislation.
* Explore new emerging technologies (such as virtual reality) and digital learning pedagogies to enhance teaching, research, and scholarly activities in areas of humanities, social sciences, and sciences.
* Attend and participate in professional meetings and conferences to showcase expertise and innovation in online pedagogy.
* Participates 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.
* Promotes ethical and accessible pedagogy within Trent Online and the Trent learning community.

##### Professional Communication and Liaison

* Coordinates delivery of contract online learning services to external clients.
* Contributes to development of University policies and guidelines related to teaching and learning.

#### Education Required:

* Master’s Degree required; PhD preferred.

#### Experience/Qualifications Required:

* Minimum of five (5) years of instructional design work experience in developing online and hybrid (blended) courses with the Blackboard Learn and/or Blackboard Collaborate platform.
* Industry standard accreditation in applied instructional design standards.
* Evidence of advanced understanding of undergraduate and graduate degree level expectations
* Demonstrated use of development tools for creating interactive/eLearning content (e.g. Yuja, Captivate, Camtasia, VoiceThread, Pressbooks, H5P etc.) including integration of multi-media content and dynamic assessment strategies.
* Demonstrated experience and success working in the Blackboard Learn GUI environment; evidence of experience with Blackboard apps including Blackboard and Bb Instructor; proven success with creating instructional video and audio files and streaming; experience with coordinating successful one-on-one and group training; expertise in classroom technology; demonstrated excellence in communication, organizational, and interpersonal skills.
* Ability to work effectively with a team, but also to show initiative and work independently.
* Exceptional interpersonal and consultation skills with a high level of adaptability in dealing effectively and positively with diverse team members, including instructors.
* Ability to produce high quality, highly detailed written documentation that can be easily followed by course developers, faculty, and graphic artists.
* Demonstrated experience using organizational skills to take a project from an initial idea through to delivery while working under pressure and with minimal supervision.
* Recent online teaching experience at the university level with evidence of high-quality teaching

#### Supervision:

* Lead hand to the ELearning Designers, ELearning Technologists & Multimedia Designer.
* Supervise and direct the activities of student employees.