LEEDS TRINITY UNIVERSITY

JOB DESCRIPTION

JOB TITLE: E-learning Coordinator

DEPARTMENT: Library & Learning Resources

SALARY: From £27,025 per annum

GRADE: Grade 6 (points 23-29)

HOURS OF WORK: 35 hours per week

RESPONSIBLE TO: E-learning Manager

INTERNAL CONTACTS: Academic and support staff

EXTERNAL CONTACTS: Suppliers and other HEIs

PURPOSE OF THE POST: To assist the E-learning Manager in facilitating the exploitation and development of blended/e-learning technologies and platforms, including the Virtual Learning Environment (VLE) so that they support the strategic objectives of Leeds Trinity, especially in providing an excellent student experience.

MAIN DUTIES AND RESPONSIBILITIES:

User support:

1   To work closely with the E-learning Manager, academic and other colleagues and students to assist in the development and delivery of the Learning, Teaching & Assessment Strategy, especially as it pertains to e-learning, including participation in relevant University committees and working groups.

2   To assist the E-learning Manager in providing pedagogic and technological advice and support to academic staff and University committees on how e-learning can enhance and underpin learning, teaching and research and the student experience, including in such areas as: content creation, video and audio capture, assessment and feedback, communication and group working, and on the most appropriate tools and techniques to achieve this.

3.   To review proposed changes to academic regulations, programme delivery and assessment practices and advise on the implications for e-learning systems.

4.   To assist academic staff in the area of instructional design for new and existing programmes, including apprenticeships and work based learning, and franchised provision and to carry out periodic checks of the presentation and organisation of VLE content.

5.   To provide support materials for staff and students on the effective exploitation of the VLE and other e-learning technologies.

6.   To run training and development sessions for academic and support staff, governors and other stakeholders on the use of the VLE and other e-learning technologies such as audio and video capture.

7. To provide induction for new staff and students on the VLE and associated systems such as Turnitin, Grademark and Panopto.

8. To provide second line support for staff and students on the VLE, including uploading of content and online activities, online assignments, and the use of Turnitin and Grademark.

9. To provide training and support for users in the use of approved e-portfolio systems.

10. To assist the E-learning Manager in providing advice and support regarding access to LTU VLE content for UK and overseas partners delivering LTU programmes.

11. To provide training and support for external examiners with regard to access to the VLE.

12. To provide advice, training and guidance for academic staff and, where relevant, external partners, on copyright as it pertains to the VLE.

13. To liaise with Human Resources, academic administration and other support services as appropriate.

Systems support:

14. To assist the E-learning manager in monitoring the capacity and performance of the VLE, and advising on any infrastructure enhancements that may be required to ensure optimum functionality.

15. To assist the E-learning Manager in carrying out VLE system maintenance functions, including periodic updates and troubleshooting of any performance issues that arise.

16. To assist the E-learning Manager in carrying out server side maintenance and updates, including plugin installation, database management and integrations with other critical systems.

17. To create and maintain, under the direction of the E-learning Manager, additional instances of the VLE for non-standard provision, for example apprenticeship programmes and programmes delivered by external partners, including set up of modules.

18. To carry out functions around the lecture capture system, including licence plan monitoring, usage statistics, account maintenance and system integration.

19. To provide advice on and technical support for approved e-portfolio systems.

20. To provide technical support to maintain integration of the VLE with other University systems and learning resources, such as the student administration system, reading lists on line, external content packages, etc.

21. To work closely with colleagues within Information Services (Library & Learning Resources, Media Services and IT Services), and other teams such as student administration to ensure system resilience and interoperability.

Current awareness and external collaboration:

22. To maintain awareness of current pedagogical and technological developments in the e-learning field, and disseminate examples of external and internal good practice.

23. To participate proactively with appropriate external bodies and to collaborate and build relationships with colleagues in other education institutions in order to get external support and advice in relation to e-learning developments.

Other:

24. To apply the University's Equality and Diversity Policy in the postholder's own area of responsibility and in his/her general conduct.

25. To carry out other duties, commensurate with the grade of the post, as directed by the Director of Library & Learning Resources after due consultation.

This job description is current on the date indicated below. It is liable to variation by the Vice Chancellor in order to reflect or anticipate University developments and changes in the post.

May 2019