

LEEDS TRINITY UNIVERSITY**PERSON SPECIFICATION**

Job title: E-learning Coordinator

Department/School: Library and Learning Resources (Information Services)

Date: May 2019

No.		Assessed by: Application - A Interview - I Selection test - S
ESSENTIAL		
Qualifications		
1	Undergraduate degree or equivalent professional experience	A
Experience		
2	Practical experience of content creation for use online, such as in a VLE	A, I, S
3	Practical experience of configuring and administering a VLE	A, I
4	Experience of providing user/technical support	A, I
5	Experience of creating and delivering training sessions/materials	A, I, S
6	Relevant experience in the education sector	A, I
Knowledge		
7	An understanding of learning and teaching principles and issues, particularly in relation to blended learning.	A, I, S
8	Excellent knowledge of Microsoft Office software	A, I
9	Practical knowledge of content creation software (e.g. Articulate Storyline or Adobe Captivate)	A, I
Skills		
10	High levels of accuracy and attention to detail	I, S
11	Excellent organisational and self-management skills, with the ability to work under own initiative and to deadlines	I
12	Excellent presentation, communication and interpersonal skills	I, S
13	High levels of ICT literacy	I, S
14	Good team working skills	I
15	Strong problem solving skills	S
Personal Qualities		
16	Strongly committed to providing excellent support to staff, students and other stakeholders	I
17	Evidence of commitment to CPD	A, I
DESIRABLE		
Experience		
18	Practical experience of Turnitin and Feedback Studio/Grademark	A, I
19	Practical experience of lecture capture systems / video content management for education	A, I
20	Relevant experience in the higher education sector	A, I
Knowledge		
21	Knowledge of relevant educational administrative systems, such as SITS	A, I
22	Awareness of academic regulations	A, I

