**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Digital Projects and Multi-Media Coordinator

**Job Number:** A-390

**NOC:** 4166

**Band:** 9

**Department:** Centre for Teaching and Learning

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

**Last Reviewed:** May 6, 2020

**Job Purpose**

The coordinator is responsible for overseeing and supporting the organization of special digital projects related to online course and program development. Coordination of key digital projects with tight timelines and precise deliverables is central to the work of this role. The incumbent is expected to assess scope and resource impacts for development and maintenance of educational technologies (including openly licensed and subscription-based resources, as well as hardware such as virtual and augmented reality equipment, and lightboard). The Coordinator will work with IT, the Library, Trent Online, and the Centre for Teaching and Learning in providing professional development opportunities for faculty, contribute to course design and develop high quality multimedia based course elements that support active learning approaches. By applying best practices in multimedia-technology based learning design and utilising appropriate learning technologies, the incumbent will work as part of a small team to develop engaging online courses.

**Key Activities**

* To establish a project management protocol with regards to acquiring and implementing digital learning assets (software, platforms, and hardware) into online and blended course development. This includes budgeting and workflow planning.
* To manage special digital projects (not directly related to formal course development) where there are external and/or internal partners with specific deadlines and deliverables, including ensuring communications with all parties involved are clear and timely.
* To work with faculty and instructional designers on planning digital asset development and implementation such as podcasting, virtual reality, and lightboard in course design.
* To implement and support an online micro-credentialing platform (such as CanCred) in collaboration with academic program Directors or Chairs.
* In collaboration with instructional designers to provide documentation and workshops for professional development of faculty and staff in the areas of virtual reality and lightboard use in course design, podcasting platforms, open educational publishing platforms.
* Produces a wide variety of online media and pedagogical documents using different techniques, software applications and equipment. Designs and develops graphic user interfaces for online educational delivery.
* Produces different types of presentations and promotional resources such as PDF documents, ebooks, videos. Provides a full range of web and graphic design services, including professional photographic services.
* Understands client requirements and advises clients on the best approaches to achieve their objectives. Evaluates production costs and timeline constraints and advises clients of any changes that may be required to enhance the design and quality of their project. Works closely with a team of instructional designers and programmers to bring projects to a successful conclusion.

**Education and Experience**

* Undergraduate honours degree required,
* 3 years of related experience working with education technologies and project management
* Demonstrated experience related to multi-stakeholder project coordination, particularly familiarity with Smartsheet or equivalent project management tool.
* Demonstrated proficiency with a range of educational technologies related to online and digital learning including: LMS (Blackboard preferred), micro-credentialing interfaces such as CanCred, lightboard set-up and use, VR and AR technology applications, Microsoft suite, video and audio editing software, podcasting, lecture capture and streaming technologies, screen capture tools, as well as podcasting, video and sound capture and editing experience
* Evidence of success with using course authoring tools (e.g. Camtasia, Storyline, Yuja, Captivate, Flash, Dreamweaver, Creative Suite, etc.) to develop learning objects, animations, interactive simulations
* Knowledge of HTML(5), CSS, JavaScript, Flash and other relevant development languages.
* Excellent interpersonal and diplomatic skills; excellent communication skills, both oral and written; demonstrated dedication to student success.
* Demonstrated self-directed and independent problem-solving and work experience.