Confirmed by the Office of the Dean: RG

Pending Budgetary Approval: Y  
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

**Posting Number:** 24-1395

**Posting Date: November 19, 2024**

**Closing Date: December 3, 2024**

**Position Title:** Online Course Developer

**Department/Program: Arts Management**

**Course Number:** COOP 5000H

**Course Title:** Professional Foundations

**Position Start Date: January 1, 2025**

**Position End Date: April 30, 2025**

**Campus Location**: **Web based - Peterborough**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $9012.06

\*Individuals with 5 years of continuous service receive 6% vacation pay

**NOTE: This position may be subject to Right of First Refusal.**

**BRIEF DESCRIPTION OF DUTIES**:

* This position entails the online development of COOP 5000H: Professional Foundations.
* The Course Developer is responsible for obtaining all copyright clearances which can be arranged via [copyright@trentu.ca.](mailto:copyright@trentu.ca)
* The Course Developer agrees to consult with Trent Online staff in developing the course. Trent Online staff will provide training, consultation, instructional design, graphic design, media design, web design, academic integrity best practices and technical guidance during the development of the course. Specifications for development will be detailed in a Course Development and Redevelopment Agreement
* In consultation with Senior eLearning Designer: roles and responsibilities outlined, identification of learning outcomes; identification of developer support requirements (level of online pedagogy experience) (**week 1**)
* Working meeting with Senior eLearning Designer and course blueprint (**week 2-4**) see [Online Course Planning Template](https://www.trentu.ca/teaching/research-pedagogy/resources/online-course-development-and-redevelopment-pilot-program-2019-20#planning%20template), including overall storyline of the course by module
* Overall learning and assessment strategies and possible resources identified, such as content presentation strategies, lab simulations and virtual slides, Voice Thread (**weeks 5-6**)
* Prototype course module development (**weeks 7-8**)
  1. Storyboard for the module (word document)
  2. Actual content prepared for the module
  3. Images (copyright permissions, URLs, AODA compliance)
  4. Scripts
  5. Multimedia content (copyright permissions, URLs, AODA compliance)
  6. Learning activities
  7. Assessment instruments (in full) with grading scheme
* Blackboard course build for remaining modules by faculty member with support from Trent Online (**weeks 9-14**)
* Final upload to Blackboard and cold test of education technology to ensure successful course release (**week 15-16**)

**QUALIFICATIONS:**

* Master’s degree in education or counselling, with courses completed in career development or Ontario College Graduate Certificate (OCGC) in Career Development Practitioner/Professional required
* Certified Career Development Practitioner (CCDP) designation required
* Certifications with Career Professionals of Canada an asset
* Specialized knowledge of the course subject matter as evidenced by research activity and/or prior experience teaching
* Strong knowledge of labour market trends and experience in job developing and employer relations an asset
* Strong organizational, administrative, interpersonal and communication skills
* Demonstrated evidence of high-quality teaching, instructing, and/or workshop facilitation at both the university level and the community level, preferably web-based courses
* Experience in using digital learning resources and assessments
* Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration
* Experience using Blackboard Learning Management System

APPLICATION PROCEDURES:

* Application letter accompanied by a full C.V. stating experience, a paragraph describing your qualifications, plus names and addresses of two references
* Applications should be submitted as a single attachment in pdf format. The subject line of the email should be the posting number indicated above
* Please forward application and documentation to: Associate Dean, Graduate Studies, Dr. Suzanne Bailey at [sjbailey@trentu.ca](mailto:sjbailey@trentu.ca)

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact  **sjbailey@trentu.ca**

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.