North West College

CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Field – Level 7	**Title:**	Coordinator – Education Technology
Location:	North Battleford	**Competition #:**	94-BC-2223
Date Posted:	May 15, 2023	**Closing Date:**	May 30, 2023 at noon
Start Date:	ASAP	**Salary Range:**	As per the Collective Agreement
	Full-Time, Permanent		Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Manager, Learning Services, the *Education Technology Coordinator* works collaboratively with the Manager and Program Coordinators to ensure the development and implementation of an Education Technology Strategy. Within the parameters of the Education Technology Strategy, the Coordinator will promote and support the integration of technology into teaching and learning. The Coordinator will implement services that support the integration and utilization of technology at the College. The Coordinator will work closely with College staff to develop alternate modes of delivery that meet the needs of individual learners and College administration.

The position is also responsible for the operational support of academic standards and leading quality enhancement across the College, such as assessing, reviewing, recommending, and implementing technology. The Coordinator's responsibilities are:

- Assist in the development of an education technology strategy.
- Collaborate with Instructors to research delivery methodologies that support their instruction through various approaches to learning, such as face-to-face, on-line independent learning and/or tutor supported learning, blended/hybrid, flipped classroom, etc.
- Provide expertise in instructional design, supporting students and staff using technology and various learning platforms to achieve a quality learning environment.
- Analyze learning content and identify appropriate instructional media.
- Develop student and instructor online learning training/resource material.
- Support Instructors to design learning activities for students that are consistent with the principles of adult education.
- Analyze existing instructional materials to identify potential areas for design modification using new technologies.
- Conduct education/training analysis; develop training assessment and evaluation strategies and tools.
- Advise and assist instructors in the best use of instructional technology to enhance instruction and create new learning environments.
- Assist instructors in using technology by providing solutions to specific problems including researching and recommending resources.
- Develop baseline competencies for instructors and staff in the use of technology and develop a plan to ensure training is made available to achieve the competencies.
- Develop training resources, instructional support documents, deliver workshops on various instructional technology to enhance teaching and learning for instructors and staff.
- Develop a plan for the systematic review of instructional technology to ensure and advance the delivery of programming at the College.
- Collaborate with instructors to ensure that instructional technology resources are current and learner-centered for all programs offered.
- Evaluate technology, recommend procurement and implement technologies appropriate to the andragogic needs of both teachers and learners. Collaborate with representatives from other post-secondary institutions as needed.
- Develop, implement, and maintain a distance, learner support model.
- Provide recommendations to the College in the development of policy and practices in the areas of educational technology and blended learning.
- Provide direct education technology support to students, instructors and staff as required.

- ♦ Review the effectiveness of strategies in meeting learning outcomes. Analyze the College's academic data, including exam results, assignment grades, attendance figures and other specific academic areas.
- ♦ Produce clear, concise and accurate information to support the Program Coordinators, the Manager of Learning Services, and the Vice President, Academic to enhance instructional performance standards.
- ♦ Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.
- ♦ Travel will be required.

Qualifications, Skills, Abilities and Experience:
- ♦ A relevant undergraduate degree that would include, specialized studies in instructional design and development for online education and multimedia training and evaluation, needs analysis and education technology.
- ♦ Two years of web-based instructional design experience and in applying principles of instructional design in the creation of online course materials and assessments.
- ♦ Two years of experience in the instruction, presentation and use of a variety of multimedia tools applied to learning including synchronous and asynchronous development and delivery.
- ♦ Experience in providing programming/development/training support.
- ♦ A combination of relevant education and experience may be considered.
- ♦ Knowledge of and ability to apply the principles, methodologies and techniques of Adult Education.
- ♦ Demonstrated ability in developing online/multimedia courses and the application of effective design.
- ♦ Thorough understanding and working knowledge of Learning Management Systems, Internet technologies and implementation strategies.
- ♦ Ability to manage projects under strict timelines, demonstrating a high degree of self-direction, initiative and motivation.
- ♦ Demonstrated ability to employ customer service and interpersonal skills to develop positive working relationships with stakeholders, while addressing their needs and/or opportunities through negotiated contracts that establish innovative partnerships for educational and/or training services.
- ♦ Superior written communication skills and effective public relations and public speaking.
- ♦ Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- ♦ Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- ♦ Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- ♦ Ability to work both independently and in a self-managed team environment.
- ♦ Demonstrated initiative to maintain awareness of current and emerging trends in the field and to incorporate them into their work.
- ♦ Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- ♦ Critical thinking skills.
- ♦ Must be willing to work field hours, which involves working according to the demands of the position including evenings, weekends & overtime when necessary.
- ♦ This position will be required to travel; most travel is within the geographical area, and some overnight stays might be necessary. Some provincial travel may be required.
- ♦ Must possess a valid Saskatchewan Driver's License.
- ♦ Satisfactory Criminal Records Check is required

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at **www.northwestcollege.ca**. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to: **Please Quote Competition #94-BC-2223**
Human Resources
North West College   **NWC thanks all those who applied however only those selected**
10702 Diefenbaker Drive   **for an interview will be contacted.**
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