Analyst, Teaching and Learning Technologies

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Analyst, Teaching and Learning Technologies

Open Learning and Educational Support

Hiring #: 2016-0253

Please read the Application Instructions [2] before applying

Open Learning and Educational Support is an integral part of the University of Guelph’s learner-centered and research-intensive mission.

As leaders in education, we create innovative and relevant educational opportunities that meet the learning needs of a local and international audience. We are guided by learner-centered principles that are reflected in our diverse programs and rich learning experiences for traditional and lifelong learners. We intentionally integrate pedagogy with technology in the design, development and delivery of our educational programs. Through research and collaboration, we engage in scholarship to advance the teaching and learning mandate of the University.

The Analyst, Teaching & Learning Technologies works closely with the Associate Director, Educational Technology Research, Development, and Integration to support the incorporation of teaching and learning technology into undergraduate, graduate, and non-degree courses, with a specific focus on the Learning Management System (LMS), including LMS integrations. The analyst designs and builds tools and applications for course development and administration, as well as social/participatory web tools, mobile learning applications, and emergent technologies. They work strategically to integrate educational technologies with University systems and assist in integration design, development and user testing. The Analyst also supports the development of training and implementation materials, participates in the implementation, and provides post-implementation support.

The Analyst provides project management expertise to numerous educational technology projects including the development of project plans, scoping project requirements, managing workflows, application programming and creating technical documentation. The Analyst communicates and disseminates information to a wide range of stakeholders through meetings, workshops, and presentations. They conduct research related to their field of work, and complete special projects as assigned.

Requirements of the position include:

- Bachelor’s degree in Computer Science/Information Technology, or similar discipline, and a minimum 3 years of related work experience, or an equivalent combination of education and experience
• Administrative and development knowledge of the Brightspace (D2L) learning environment or similar platforms, and associated tools and web services
• Programming languages (PHP and .Net), database applications, scripting languages, media creation and manipulation software, web design and layout software, mobile interfaces, spreadsheet applications, accessibility and usability validators, FTP applications, XML, and computer network protocols
• Organizational, multi-tasking, time management, public relations, project management, and interpersonal skills
• Ability to recognize and apply effective instructional strategies for computer-mediated learning
• Proven analytical and problem-solving skills, and an ability to solve unique, divergent problems
• Ability to build rapport with faculty and staff and instill confidence in faculty who are seeking consultation
• Ability to constantly maintain up-to-date skills and knowledge in a self-directed manner
• Research and data analysis skills
• Proven communication skills, good judgement and a strong attention to detail

Position Number 0313-050
Classification P03*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 13
Closing Date: 2016 08 10

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply