Distance Learning Program Development Specialist

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Professional and Managerial Group

Distance Learning Program Development Specialist

Open Learning and Educational Support

Hiring #: 2018-0591

Please read the Application Instructions [1] 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.

Reporting to the Associate Director, Distance Education, the Distance Learning Program Development Specialist (DLPDS) provides instructional design expertise and leadership in the design, development and revision of online Distance Education (DE) courses/programs (undergraduate, graduate and continuing education) using a variety of formats such as written text, graphics, multimedia and learning technologies (asynchronous / synchronous). The DLPDS works collaboratively with Subject Matter Experts (SME) to develop online courses that are reflective of the Quality Matters rubric, institution’s stated Best Practices in Distance Education – pedagogically-sound, learner-centred, engaging and interactive – and that consider instructional design and adult learning theory. The incumbent provides expert advice to SME regarding teaching and learning strategies, including the development of learning outcomes, activities, assessments, the presentation of content, and the integration of appropriate learning technologies.

The DLPDS is the project manager for a portfolio of courses and works closely with the OpenEd Distance Education team, including technical, multimedia, quality assurance, and copyright personnel, to design, develop and oversee the production and delivery of course-specific and general student support materials. The DLPDS is responsible for the implementation of established style and quality guidelines in all course designs and for articulating the University of Guelph’s principles and values related to teaching and learning into distance learning projects. The DLPDS provides support during course offerings and in collaboration with course instructors, conducts formative and summative evaluations and takes corrective action as needed. Additionally, the DLPDS serves as a resource person for SME, instructors, and Academic departments in the design, development, delivery and revision of online offerings. The incumbent is responsible for developing and conducting faculty development workshops and supports and workshops for residential components of online graduate programs, as needed. The DLPDS is also involved in developing new certificate programs in emerging fields in collaboration with other teams at OpenEd. As required, the incumbent assesses, applies, conducts and disseminates research findings in the distance education field, prepares research proposals and participates in funded research and development programs.

Requirements of the position include: Master’s degree in Education in a related field (Distance Education, Educational Technology, Instructional Design, Adult Education) (Ph.D. preferred) and several years of related experience or an equivalent combination of education and experience; demonstrated expertise in instructional design, pedagogy, online distance education, instructional technology, adult education, course design, and evaluation; excellent communication skills, both written and oral, organizational, time management and interpersonal skills required; strong computer and word processing skills and familiarity with Learning Management Systems. Must have an attention to detail, be able to quickly adapt to changing technologies, work well under
pressure, work independently and participate actively on a team. Candidates should demonstrate the ability to: apply an experience-based working knowledge of best practices in online learning and ensure that these best practices are reflected in current courses and programs. Proven project management skills, and the ability to marshal resources (human and technical) to achieve objectives and meet deadlines. Candidates should also have a demonstrated commitment to assisting faculty, instructors, students and external stakeholders. Must be comfortable working in a fast-paced, entrepreneurial environment.

Position Number 081-033
Classification P06*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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