



Task Addition to Job Description

Added Responsibility Title:	Online Program Coordinator
Reporting to:	Vice Rector (head of Virtual Campus)
Parallel Communication:	Respective Dean of the Faculty

Overall purpose:

- Take a leadership role in e-learning program development, planning and program implementation
- Provide Support for faculties and students
- Developing e-learning resources
- Assist in the e-learning administration
- Assist in other related general activities.

Principal Duties:

Take a leadership role in e-learning program development, planning and program implementation;

- Be responsible for initiating and guiding e-learning program development.
- Assist in the development, installation (where applicable) and Maintenance of ICT Based e-learning Platforms used in MIC
- Deliver staff inductions in the use of the e-learning platforms
- Develop e-learning and training resources for online access by staff and students via a range of e-learning platforms.
- Deliver regular staff training in the application of e-learning platforms used to deliver e-Learning
- Liaise with Deans, and Curriculum Development to develop exemplar programs and training modules to embed e-learning into all required areas
- Maintain knowledge of current innovation in the sector regarding the use of learning technologies
- Support and Administer mobile learning technologies such as iPads and Tablets
- Assist in the collection of data for statistical reporting of eLearning activity

Support for Lecturers and Learners

- Supervise learners in the Virtual Campus and provide help as and when needed.
- Provide front line support at the Virtual Campus counter including some cover for basic ICT Support and technical queries for ICT Systems such as printing, scanning, Classroom Projectors etc.
- Provide front line support for lecturers and learners' for all ICT Based e-learning Platforms
- Provide a high quality level of customer service for all users of the Virtual Campus;



Learning Resources

- Assist learners in researching work and finding online resources through the College Virtual Campus, EBSCO, e-learning library and other sources.
- Liaise with the allocated Curriculum area to advise and identify their learning resource needs and coordinate with lecturers to develop the learning resources and organize them and update them
- Assist in the collection of data for statistics on Virtual Campus resource usage to support the head of Virtual Campus

Administrative

- Ensure all classes are always attended by lecturers.
- Ensure all modules have identified competent lecturers who are competent in online learning.
- In case a lecturer is absent or ill, or not available, assist in the substitution.
- Conduct lecturer observations, and ensure proper lesson planning and curriculum implementation
- Ensure assessments are done, attendances are marked and module timeline is kept.
- Pay specific attention to implement continuous learning assessments
- Work closely with IT Services to build ICT Support skills within the whole eLearning team to ensure technical problems are dealt with efficiently to minimise disruption to users
- Maintain learner and staff registration details
- Support the head of Virtual Campus in formulating and developing the College e-learning strategy and contribute to the budgetary processes for e-learning and the Virtual Campus

General

- Foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimization
- Deal professionally with colleagues and external partners as required
- Ensure the confidentiality and security of all the College's documentation and information
- Attend training/refresher courses and meetings as required by the head of the Virtual Campus
- Co-operate and take part in the College's online lecturers' appraisal
- Carry out other such appropriate duties that maybe reasonably required to successfully carry out the role