



Task Addition to Job Description

Added Responsibility Title:	E-Learning faculty Liaison
Reporting to:	Respective Dean of the Faculty
Parallel Communication:	Vice Rector (head of Virtual Campus)

Overall purpose:

- The liaisons meet monthly during each semester to discuss online programs and program issues.
- One of the primary functions of the liaisons is to provide a communication channel between each Faculty and Virtual Campus.
- The liaisons are responsible for assisting with the development of policies and procedures to provide academic oversight of online initiatives and assist with online program planning and systematic review.

Principal Duties:

The liaisons meet monthly during each semester to discuss online programs and program issues;

- Be responsible for conducting over-all supervision of e-learning activities in the department.
- Analyse strengths and weaknesses in the e-learning activities
- Register students and faculty concerns over the month and generate a report.
- Actively contribute to resolve issues and bring about improvements in the e-learning environment.

Provide a communication channel between each Faculty and Virtual Campus.

- Supervise learners in the Virtual Campus and provide help as and when needed.
- Provide front line support for the e-learning coordinators and part time online lecturers in resolving issues.
- Ensure the e-learning related issues and activities are properly and in a timely manner communicated and coordinated with the Virtual Campus Head.
- Provide a high quality level of customer service for all users of the Virtual Campus;

Development of Policies and Resources

- Constantly review policies and procedures relating to e-learning and monitor them against how they are implemented.
- Ensure policies are updated, managed, and communicated across all relevant stakeholders
- Take part in the revision and improvement of policies as needed.