THE UNIVERSITY OF TRINIDAD AND TOBAGO

Internal Advertisement

CAREER OPPORTUNITY

Instructional Support Coordinator

The University of Trinidad and Tobago (UTT) invites suitable candidates to apply for the position of Instructional Support Coordinator with the Learning Resource Centre.

MAIN DUTIES:

The successful candidate must be able to:

- Provide consultation, support and develop solutions for clients on a broad variety of topics related to the application of Information Technology and New Media.
- Provide leadership in the application of educational technology and research.
- Manage distributed learning projects from proposal through development to readiness for course delivery.
- Train staff and academic clients in the use of educational technologies.
- Assist with the planning, administration, maintenance and support of web-based course development.
- Provide consultation; plan, design and develop solutions for integration of IT in course development.
- Organise and implement user support for UTT Learning Management Systems.

QUALIFICATIONS & EXPERIENCE:

- First degree in Computer Science, Instructional Design, Learning Sciences, Educational Technologies.
- Equivalent combination of education, training and experience from which comparable skills have been acquired.
- Experience with system administration of a learning management system and course creation/management.
- Thorough understanding of digital imaging, digital audio/video editing and familiarity with graphic/editing packages.
- Strong oral and verbal communicating skills.
- Ability to work collaboratively within an academic community.
- Excellent project management skills and ability to learn new software systems.

An attractive remuneration package will be offered commensurate with qualifications and experience.

Interested persons should submit their resume via email **(pdf or MS Word format)** no later than December 29, 2008 to:

Position: Instructional Support Coordinator *(insert position as email subject)*
Senior Manager - Human Resources & Administration
The University of Trinidad and Tobago
Email: utt.hr@utt.edu.tt

www.utt.edu.tt