

JOB DESCRIPTION

Title	Learning Management System Officer
Institute/Department	Centre for Distance Flexible Learning
Reports to	Senior Officer
Location/Campus	Panatina Campus, Honiara

Summary

The Learning Experience Coordinator is responsible for creating engaging and dynamic learning experiences for students. This role focuses on utilizing technology to enhance education and ensuring that all learning materials are accessible in various multimedia formats.

Main Duties and responsibilities

- To specify and design e-learning solutions for a variety of subjects and industries in collaboration with senior team members and work in close consultation with the ICT division of the University;
- Develop innovative ideas for e-learning resources;
- Ensure that all information is consistent, easy to understand, and well organized on the DFL Moodle page;
- Compile written procedures on the production of electronic materials to maintain quality;
- Write reports on activities and production to update DFL Management, Senior Management and Senate;
- Supports the online learning environment through training of clients in the use of Moodle platform;
- Work effectively with colleagues to create compelling and engaging deliverables;
- Convert distance materials to other mediums of electronic copies;
- Produce well-written audio and video scripts to produce high-quality course materials;
- Create quality DVD and CD videos of lectures for students to use;
- Responsible for all DFCL ICT equipment and technical support with close collaboration with the ICT vision;
- Discuss ideas for images, graphics, and animations for video materials with a senior team member before specifying them for development;
- Communicate effectively with the Instructional section and Academic Schools;
- Maintain project documentation and course folders during the project lifecycle;
- Raise any project concerns or issues with DFCL senior team members;
- Provide evidence of task(s) completed to AMRM for monitoring and evaluation;
- Designing an online learning platform;
- Production of video materials
- Production of audio materials;
- Recording of short lectures into video and audio;
- Review of electronic materials;
- Initiate and advise management about innovative methods and mediums for converting printed materials into electronic;
- Update DFL on current practices in ODL and technology;
- Work with schools in producing audio and video materials;
- Work at odd hours or on demand;
- Advice Instruction Designers on technology use;
- Maintain DFL ICT equipment;
- Production of mater copies of electronic materials;
- Liaise with AMRM for the production of promotional materials in audio and video;
- Liaise with AMRM in ODL and ICT research;
- Manage APTUS facilities in provincial centres;
- Any other duty as and when requested by DFL Management.

Dimensions

Business planning, reporting, and management

- Responsible for the preparation of materials for conversion to other forms
- Responsible for the planning of tutorial video shots
- Responsible for the organization of video conferencing sessions

Quality Assurance and customer satisfaction

- Responsible for all quality assurance of technology-converted materials
- Ensure customer satisfaction with materials provided in other forms than the print form
- Video scripts are looked at by the materials committee
- Responsible for organizing meetings for the materials committee to scrutinize materials presented in the different forms available to DFL.

Initiative

- To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time.
- Must be a self-starter
- Must be an achiever
- Good planner

Measures of Effectiveness

- Be able to deliver termly and trimester reports on admissions and enrolment.

Qualifications required

- A person with a Diploma or Degree in Audio and Video production or ICT-related areas or 5 or more years of experience on the job is highly needed for this position.

Experience

Essential:

- The position requires a person with extensive experience in distance education, student support services and systems, and Learning Management Systems.
- Understanding of, and experience in Monitoring, Evaluation, and Communication;

Desirable:

- Be on time for work
- Efficiency;
- Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications;
- Willing to learn;
- High attention to detail;
- Ability to prioritize, schedule, and meet deadlines;
- Work both independently and within a team;
- Ability to work effectively in a fast-paced, dynamic team;

Skills

- IT skills and knowledge;
- Production of audio and video materials
- Knowledge of using audio and video instruments and equipment
- Microsoft Office skills

- Use of audio and video software
- Can work independently
- Team player
- Have good inter and intrapersonal skills
- Be innovative and creative
- Use of video camera
- Use of audio recording equipment
- Good command of the English language

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will be decided according to the SINU Salary Level for Officers under the Teaching Stream. The contract is renewable subject to good performance.