

## JOB DESCRIPTION

<b>Position</b>	Teaching & Learning Specialist		
<b>Classification</b>	Band 8 (Provisional)	<b>Date</b>	October 2018
<b>Dept</b>	Research & Graduate Studies (Centre for Teaching and Learning)	<b>Job Category</b>	Stand alone
<b>Reporting To</b>	Lead Educational Developer	<b>Group</b>	CUPE

### PURPOSE:

To assist faculty, students, and staff with using innovative and creative learning tools and strategies that will enrich their on-campus, online and in-community teaching; research, design, and deliver teaching and learning programming for CBU faculty, students, and staff who wish to incorporate new learning innovations in their teaching; assist the Lead Educational Developer and faculty in the preparation of teaching-related awards, funding opportunities, and promotion activities; and lead or assist with special institutional projects related to teaching and learning.

### SPECIFIC RESPONSIBILITIES:

Informed by educational trends in higher education and the scholarship of teaching and learning, the Teaching & Learning Specialist will:

- consult with CTL staff and faculty to identify and implement innovative and creative learning tools and strategies aligned with course pedagogies and learning outcomes that will enrich on-campus, on-line, and in community course offerings;
- research, develop, and deliver training for undergraduate and graduate student teaching assistants;
- oversee the development and maintenance of an online repository of teaching and learning resources that includes a focus on learning innovation in higher education;
- assist the Lead Educational Developer with research, design, and delivery of professional development programs for CBU teaching faculty including the University Teaching Program;
- instruct faculty and students how to incorporate creative media such as video, photography, visual art, graphics, narrative, etc. into teaching and learning;
- instruct faculty and student teaching assistants how to incorporate effective facilitation strategies in their courses offered in-class, online, blended, and in community;
- take the lead or assist with special teaching and learning projects that involve creative media;
- lead the promotion and recognition of teaching successes including writing promotional stories and assisting with special events as required;
- assist the Lead Educational Developer and faculty in the preparation of teaching-related award applications and funding applications;
- collaborate with the CTL team on research related to the scholarship of teaching and learning (SoTL) and assessment of CBU teaching and learning initiatives;
- deliver presentations related to the scholarship of teaching and learning both internally at CBU and externally at formal conferences and events;



- assist with live streaming and recording of activities and events;
- assist in the oversight of student assistance with course live streaming and recording;
- maintain strong working relationships with CTL colleagues and colleagues across Schools and Academic support units;
- maintain familiarity with CBU brand standards to ensure that they are reflected in educational media creations;
- engage in professional development to continually develop skills in the implementation of creative media in higher education; and
- other job-related duties as assigned by the Lead Educational Developer

May include some weekend and/or evening work.

**QUALIFICATIONS & SKILLS:**

- Baccalaureate degree in communication, education, or a related area. Research (thesis-based) degree preferred.
- Post-secondary teaching/instruction/facilitation training an asset.
- 3-4 years related experience:
  - Teaching/facilitation experience
  - Research and writing experience. Qualitative research experience is an asset.
  - Experience working with creative media such as video, photography, visual arts, graphic design, web design
  - Experience with video camera equipment
- Excellent public and interpersonal communication skills.
- Research and writing skills.
- Knowledge of current trends and issues in teaching and learning practices.
- Demonstrated ability to stay current with creative media skills for educational research purposes.
- Knowledge of online teaching and learning communications platforms and tools such as web, social media, screen recording software, and learning management systems,
- Proficiency with After Effects, Premiere, other Adobe CC suite of products (or similar software packages) an asset.
- Demonstrated creative ability.
- Demonstrated ability to work both independently and collaboratively.
- The ability to adapt to shifting priorities and work under pressure in a high-volume environment, execute multiple projects while meeting strict deadlines.
- Must be team-player and work cross-functional with internal and external groups.
- Flexibility to work evenings and/or weekends when required.
- Ability to lift, transport, and set-up equipment and be able to sit or stand for long periods of time.
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Teaching & Learning Specialist

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Date





Human Resources

Date

