

Job Description

Job Title:	Lead Online Learning Consultant – Strategic Projects
Department:	Centre for Extended Learning
Reports To:	Associate Director, Online Learning
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	October 2020

Primary Purpose

The Lead Online Learning Consultant – Strategic Projects directs special projects for the Centre for Extended Learning; such projects would include internal and external research and development projects outside the norm of CEL’s primary course development activity and have a direct relevance and contribution to University of Waterloo and potentially provincial strategic goals. The projects would require coordination of multiple internal and/or external stakeholders, CEL staff, and significant budgets.

Key Accountabilities

Strategic Projects Lead (80%)

- Directs internal projects as assigned by Associate Director, Online Learning
- Directs external projects and collaborations including those involving external funding (e.g., government grants) and deliverables for which the University is held accountable.
- Plans and supports grant writing activity which results in funding to the institution including Waterloo academic applicants
- Coordinates, communicates, and collaborates with external stakeholders, institutions, and clients
- In some projects, may serve as the lead in multi-institution projects (e.g., those funded by eCampusOntario)
- Exercises pedagogical, strategic and operational judgement and expertise in setting project goals and directions
- Monitors and ensures that the work of a project is advancing the goals of the unit, university, and the province (eCampusOntario)
- Monitors budgets and timelines for projects, directing work of project manager on project team as necessary
- Completes activities as required by project, including final reports, knowledge mobilization and research dissemination as required

Online Learning Consultant (20%)

- Instructional design and development: works with faculty to help design and develop online courses; either helping design new courses or translating existing courses to an online environment
- Project Management: Develops a project timeline with specific milestones for the completion of the online course that includes deliverables for faculty, develop, and OLC, and responsible for the effective functioning of the project team; coaches the Digital Instructional Media Developers as they interpret and produce the online course content
- Research and Evaluation: continually monitors research in teaching and learning, and online learning in particular, to inform/refine evidence-based practices related to course design and delivery
- Consulting & Faculty Development: develops learning opportunities for faculty, sessionals, TA’s and staff related to online learning; consults with other departments on campus on issues that relate to online learning; advises faculty and instructors on effective practices in online teaching and learning
- Percentage of this work may vary depending on the nature and number of special projects at any given time

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

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safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education <ul style="list-style-type: none">• Master in Education, Learning Technology, Distance Education, or related field
Experience <ul style="list-style-type: none">• 4-5 years of experience in successfully leading large, complex projects in technology-enabled education field• demonstrated expertise in online learning; instructional design and pedagogy
Knowledge/Skills/Abilities <ul style="list-style-type: none">• advanced project management and facilitation skills• advanced Microsoft Excel skills required• advanced experience with Learning Management Systems and other learning technology• recognized superior expertise in pedagogical and instructional design

Nature and Scope

- **Contacts:** i.e. internal/external contacts, the nature of interactions
- **Level of Responsibility:** The position performs specialized work with minimal supervision, and provides functional guidance and direction to others. Advises Associate Director on planning and strategic direction for unit as well as decisions that impact the university overall.
- **Decision-Making Authority:** Operational decisions within projects; allocation of time and resources within projects; responsible for exercising judgment and making independent decisions that lack precedent or guidelines on projects that are unique in type and scope.
- **Physical and Sensory Demands:** Frequent distractions and competing priorities.
- **Working Environment:** Mostly office based. Frequent projects involving external collaboration which may involve some travel and communication over technology (Skype, web conferencing).