

*Oscail*  
*National Distance Education Centre*

*Assistant Programme Co-Ordinator*

**Oscail - The National Distance Education Centre**

Oscail, the National Distance Education Centre, based in Dublin City University, has a student base of around 2,500 students at both undergraduate and postgraduate levels. In addition, there are around 800 students taking introductory modules. Oscail employs in the region of 300 tutors across Ireland.

Oscail presents a number of programmes of study. The majority of the students are concentrated in two of these, the BSc in Information Technology and in the BA in Humanities. The other programmes, while attracting fewer students, are nonetheless, making a significant contribution in their respective domains - Bachelor of Nursing Studies, MSc in Internet Systems (MSIS), MSc in Management of Operations (MOPS) and MSc in Management and Applications of Information Technology for Accountants (MITA).

All programmes are accredited by DCU. In addition, the Bachelor of Arts (Humanities) is accredited by NUI Galway, NUI Maynooth, University College Cork, University of Dublin and University of Limerick.

**Staff**

Oscail has a current staffing complement of 38, including 8 academics, 3 student advisors, 6 administrators, a Webmaster and 20 clerical staff.

## ***Assistant Programme Co-Ordinator***

The post holder will be a member of the academic staff of Oscail. The person appointed will be expected to contribute to the academic management and development of Oscail's programmes. The person will also contribute to the academic administration of Oscail. In addition, the person appointed will be expected to become research active in Oscail's programme of e-learning development.

An academic and/or experiential background in IT and/or a business discipline would be an advantage.

### ***Duties and Responsibilities***

In particular, the successful candidate will have responsibility in the following areas, covering both undergraduate and postgraduate programmes:

#### ***Course Assessment***

- Organising the setting of assignments and examinations by course writers
- Monitoring assignment submission
- Scheduling and organization of examination sessions
- Marking of examinations
- Scheduling and organization of examination board meetings
- Scheduling and organization of script viewing sessions

#### ***Student and Tutor Academic Support***

- Recruitment, training, supporting and monitoring of tutors
- Evaluation of tutor performance
- Scheduling of tutorials and student allocation to tutors
- Assisting in the management of the dissertation/supervisor process

#### ***Course Development and Design***

- Co-ordination of the assembly of updated course information for inclusion in Oscail's guide to applicants and course handbooks
- Co-ordinating meetings relating to academic management of programmes
- Assisting in the evaluation and revision of existing course modules
- Assisting in the development of new modules and programmes
- Assisting in preparing course materials for on-line delivery
- Assisting in the development of on-line support and assessment tools
- Any other duties as assigned by the Director of Oscail

## **Candidates are required to have;**

### **Essential**

- An honours primary degree
- Experience of academic or other administration
- A record of successful team working.
- A willingness to innovate and to implement change.
- The ability to prioritise and to manage workloads.
- Proven communication and interpersonal skills.
- An ability to contribute effectively to the administrative work of Oscail
- Good experience in the use of common software tools – Excel, Access, HTML for example
- Research interests in an area consistent with Oscail's e-learning developments

### **Desirable**

- Previous experience of Distance Education and/or Adult Education
- A higher degree or professional postgraduate qualification.
- An academic and/or experiential background in IT and/or a business discipline
- Experience in the use of e-learning and learning management environments

This is a three-year contract.

**Salary:** €1,776 - €3,747

**Closing Date:** 22<sup>nd</sup> November 2002

**Interviews are expected to be held on 5<sup>th</sup>/6<sup>th</sup> December 2002**