

*Oscail*  
*National Distance Education Centre*

*e-learning Development Officer*

**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.

## ***e-learning Development Officer***

The successful candidate will be a member of the academic staff of Oscail. The person appointed will be expected to contribute to the management and development of Oscail's e-learning provision. 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.

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

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

- Development of teaching materials for on-line presentation
- Liaising with subject matter experts on appropriate on-line teaching mechanisms
- Development of appropriate student support mechanisms
- Development of on-line assessment tools
- Managing a web-based learning environment
- Researching and evaluating students on-line learning experience
- Researching and evaluating tutors on-line teaching experience
- Monitoring developments in e-learning technology, on-line support systems 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 e-learning environments - for example WebCT, Blackboard
- Technical competence in the use of web authoring tools – for example HTML, Dreamweaver, Flash
- Strong analytical and diagnostic skills
- 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
- 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 web design and management
- Experience in educational technology and/or instructional design

**Salary:** €1,776 - €9,747

**Closing Date:** €2<sup>nd</sup> November 2002

