

Dublin City University
Oscail – Distance Education @ DCU
Academic Co-ordinator – BA in Humanities Programme
(Three Year Contract)

Introduction

Oscail provides a range of distance education programmes with a strong emphasis on online learning. It offers undergraduate programmes in Humanities and Information Technology and postgraduate programmes in areas such as Operations Management, Information Systems Strategy and Internet Systems. A new postgraduate programme in Management for Sustainable Development will be offered in the next academic year.

The Humanities programme has an integrated series of modules in the following subject areas: Psychology, Sociology, History, Literature and Philosophy.

Academic Co-ordinator – BA in Humanities Programme

The primary role of the Academic Coordinator is to ensure the pedagogical quality of the BA in Humanities programme. The Academic Coordinator's role involves a mix of pedagogy, research, and programme management.

The Academic Co-ordinator will require a background in areas such as curriculum design, instructional design, assessment methods and programme evaluation. While this background can be in any one of the five subject areas/disciplines in the Humanities programme, applicants with extensive experience in the management of social science research projects would be particularly welcome.

Areas of Responsibility

Duties attaching to the post include, but are not restricted to, the following:

Programme Delivery

A key role for the Academic Co-ordinator is the management of the programme delivery process. The performance of this role will involve:

- Chairing the Programme Board
- Managing the assessment process: commissioning examination and assignment designers, appointing markers, liaising with extern examiners and internal examiners, etc.
- Maintaining and managing the assignment monitoring process.
- Managing the annual student module evaluation surveys.
- Responsible for the recruitment, training and evaluation of programme tutors

- Implementing quality assurance measures on the BA programme and resolving any associated issues
- Developing policies and procedures with a view to ensuring consistently high standards of programme delivery
- Managing the multi-annual Programmatic reviews and producing the Annual Programme Review reports

Programme Development

Another key role of the Academic Co-ordinator is the active development of the existing programme and it is expected that the Academic Co-ordinator will develop new programmes related to the existing programme. The performance of this role will involve:

- Ensuring that existing programme modules are updated and driving the development of new modules in liaison with the Programme Board.
- Co-ordinating the on-going development of the programme including possibly new designated degrees or related masters programmes

Oscail Development

It is also expected that the Academic Co-ordinator will contribute to the development of Oscail by:

- Contributing to the strategic development of other Oscail academic programmes by participating in Teaching and Learning Committee meetings, Research Committee meetings, internal exam boards, progression and award boards, programme team meetings, etc
- Participating in Oscail and University forums as required

Research Activity

The Academic Co-ordinator will:

- Pursue and develop a personal research profile which will be of benefit to Oscail
- Seek funds to support research initiatives
- Publish in reputable academic journals
- While an applicant's research may be in any of the five disciplines in the Humanities programme, preference will be given to applications with a research background in online pedagogy, e-learning, distance education and related areas.

The Academic Co-ordinator should also have a wide range of IT skills. Ideally these should include knowledge and experience in the use of online survey software, statistical analysis software, virtual learning environments and, ideally, of emerging e-learning technologies.

Applicants for the post must hold an honours degree in a relevant discipline and would ideally be qualified to PhD level. They should also have both lecturing and administrative

experience, ideally in adult, distance or online education. While applicants can come any of the five disciplines in the Humanities programmes, applicants with a strong track record in research methods in the social sciences and with substantial experience in the management of academic programmes are of particular interest.

Informal Enquiries to:

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Salary Scale: Lecturer above bar: €50,159 - €81,403
 Lecturer below bar: €41,502 - €51,724
 (Subject to qualifications and experience)

Closing Date: 11th August 2010

Application forms are available from:

Application forms and job description are available at: www.dcu.ie/vacancies/current.shtml

and from Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

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