Job Summary

A Brief Overview

This position recommends and makes changes to Learning Management System mediated course modules including files, course components, activities, content, videos, and gradebooks. This position assists the course development team with video filming, editing and production, and provides testing, makes revisions, and proofs course components and materials prior to course release. This position also provides course development support in areas such as loading and configuring materials, developing assessments, and setting up interactive teaching forums, and completes the quality assurance process by ensuring that course materials are loaded properly, meet content requirements and accessibility formats, and performs integrity checks.

Job Description

"What you will do

- Recommends and makes changes to Learning Management System mediated course modules including files, course components, activities, content, videos, and gradebooks.

- Assists course development team with video filming, editing and production.

- Provides testing, makes revisions, and proofs course components and materials prior to course release.

- Makes course revisions based on direction from members of the course development team.
• Provides support to instructors by sharing process information including required documents and deadlines, and academic policies and procedures.

• Provides orientation and guidance to instructors to support their acquisition of and ability to leverage tools in the learning management system.

• Provides course development support in areas such as loading and configuring materials, developing assessments, and setting up interactive teaching forums.

• Completes the quality assurance process by ensuring that course materials are loaded properly, meet content requirements and accessibility formats, and performs integrity checks.

**Required Education**
• Three-year Community College Diploma or Three-Year Bachelor Degree, or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.

**Required Experience**
• More than 2 years and up to and including 3 years of experience.

**Job Knowledge and Requirements**
• Knowledge and insight of practical methods, techniques, and work processes that is typically acquired through a combination of technical training and/or substantial work experience.

• Provide information to others that requires technical or administrative explanation or interpretation.

• Attempts to resolve a difficult or challenging interpersonal situation, or overcome resistance to gain.

• Adapt messages to meet the needs of the intended audience.

• Manage own work and may train and review the work of casual employees, work study students, and/or volunteers, to see commitments through to completion.

• Participate in project team meetings and is involved in developing individual and team project plans.

• Identify new problems and seeks information and input to fully understand the cause.

• Identify opportunities to improve the effectiveness and efficiency of work processes.

• Break down concrete issues into parts and synthesizes information succinctly.

• Respect diversity and promotes inclusion in the workplace.

• Awareness of relevant legislation, including Employment Equity, Human Rights legislation, Treaties, sexual violence legislation and the Accessibility for Ontarians with Disabilities Act and its regulations.

**Employment Equity and Accessibility Statement**

The University invites applications from all qualified individuals. Queen’s is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.
The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hradmin@queensu.ca.