External / Internal Vacancy

DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Learning Management System (LMS) Trainer	POST No: PEROMNES GRADE: 8

JOB DESCRIPTION:

The main purpose the position is to deliver online and onsite (face to face) training and consultation sessions to enhance the skills of academics in the effective use of the LMS for the purpose of teaching and learning

Key Performance Areas include but not limited to:
- Design, develop, and deliver workshops and training to staff in the use of instructional technologies and good educational practices; evaluate the training effectiveness

- Work with academics and course development teams on course design as directed; assist with the compilation of resources for the course development process as required; document the course design, development, and implementation processes

- Digital material designer support with setup and production management duties
- Support (technical and administrative) to staff with practice questions and challenges
- Assists with the development of policies and procedures
- To undertake any other task or duty as assigned by the Director and/or Executive Director.

APPLICATION CRITERIA:

Qualification and Experience:

- Relevant Honours degree or NQF level 8 qualification AND a Master's degree in information technology, instructional design or instructional technology or similar field (e.g. education, communication, media science, eLearning) OR progress with a master's degree in a relevant similar field
- Excellent knowledge of learning theories, instructional design strategies, curriculum standards and assessments
- Certification as a Blackboard trainer is recommended
- Experience in the educational use and technical support of Learning Management Systems (e.g. Blackboard)
- Experience in creating digital content and online/blended course
- Experience in the use of Authoring teaching tools

Skills and Competencies:

- Ability to work with faculty members both individually and within small groups
- Ability to establish positive, professional and respectful working relationships with staff and adapt to the diverse learning needs of adult learners
- Interpersonal, conflict management, communication (verbal and written), report writing and presentation skills
- Proficiency with Microsoft Office, internet/web-based platforms, and mobile technology
- Detail-oriented with strong interpersonal, organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to work independently and as a member of a team
- Willingness to learn new skills and take on new challenges and responsibilities

Closing data for applications: 22 June 2021

Submit CVs via e-mail to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply.</u> If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

POSITIVE ABOUT PEOPLE WITH DISABILITIES