INSTRUCTIONAL TECHNOLOGY AND MEDIA SUPPORT
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	March 2021
Type	Contractual
Employment Type	Full-time

University of The Bahamas is pleased to invite applications for the position of Instructional Technology and Media Support, in The Continuing Education and Lifelong Learning (CELEARN). This full-time appointment will begin 2 August 2021.

The Instructional Technology and Media (ITM) Support person is responsible for assisting the Director of Open Learning and the Office of Information technology in providing technology and instructional support of online education at University of The Bahamas. In particular, the ITM will provide online, email and telephone support to faculty and staff using Open Learning technologies at UB. Additionally, the ITM will assist with training staff, faculty and students in teaching and learning in online courses and programmes.

RESPONSIBILITIES: Technical Support – Provide online, email and telephone technical support to faculty, staff and students using Open Learning Technologies; Professional Development and Capacity Building – Assist the Director in providing training and capacity development opportunities for staff and faculty associated with the UB Online programme; Technical Writing – Develop self-paced, instruction manuals and online training modules to assist faculty, staff and students in the use of Open Learning technologies at UB; Quality Checks – Assist the ID/CD in performing quality checks using the Institution's Online Learning Quality Assurance Framework to ensure new and existing DE courses are in compliance with quality assurance guidelines governing, but not limited to, pedagogy, instructional design, use of technology, distribution, course and content management, and resource deployment; Reporting – Produce scheduled progress and summative reports on course development and delivery; Miscellaneous – Perform other related duties as assigned to support and promote online learning at the University.

- **QUALIFICATIONS:** Candidates must have a **Bachelors' Degree** in Educational Technology, Information Technology, Education, or other related field; Experience in training and development; Experience in Customer and Product support and effective organizational planning, communication and interpersonal skills; Demonstrated technical experience with any or all of the following tools: Learning Management Systems (LMSs), Virtual Learning Environments (VLEs) Course authoring tools, Open Educational Resources (OERs), Open Source Software.

- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;

- Demonstrated experience with technical writing and design and development of technical training materials;

- Experience with designing and delivering technical training will be an asset;

- Experience in technology product support will be an asset;

- Experience in Project Management, Quality Assurance, and/or Monitoring and Evaluation will be an asset.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
   Completed UB Application for Employment Form found at this link:
   http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position – in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact vpaa@ub.edu.bs.