

eLearning Assistant

Position: Full time; Permanent
Contract/Grade: Grade 4/5 – salary range \$36,393 to \$48,441

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

DIVISION AND WORKGROUP INFORMATION

Library, Learning and Information Services (LLIS) is located within the Education Services Division. This is a large, diverse division which also includes Marketing, Registry and the International Services teams. Education Services works in partnership with faculties and divisions to support CPIT's educational objectives and student success.

CPIT is committed to the notion that eLearning is key to successful contemporary approaches to flexible learning and blended delivery modes. In 2008, the eLearning team moved from its original position within the IT Division to its current location in LLIS in order to further expand its support for the institution's online learning, teaching, & research environments. The team collaborates with others (both internal and external to the institution) to develop and implement eLearning and ICT-related resources and projects, using current and emerging eLearning technologies. Assisting with academic staff ICT/eLearning professional development and training is also a prime focus.

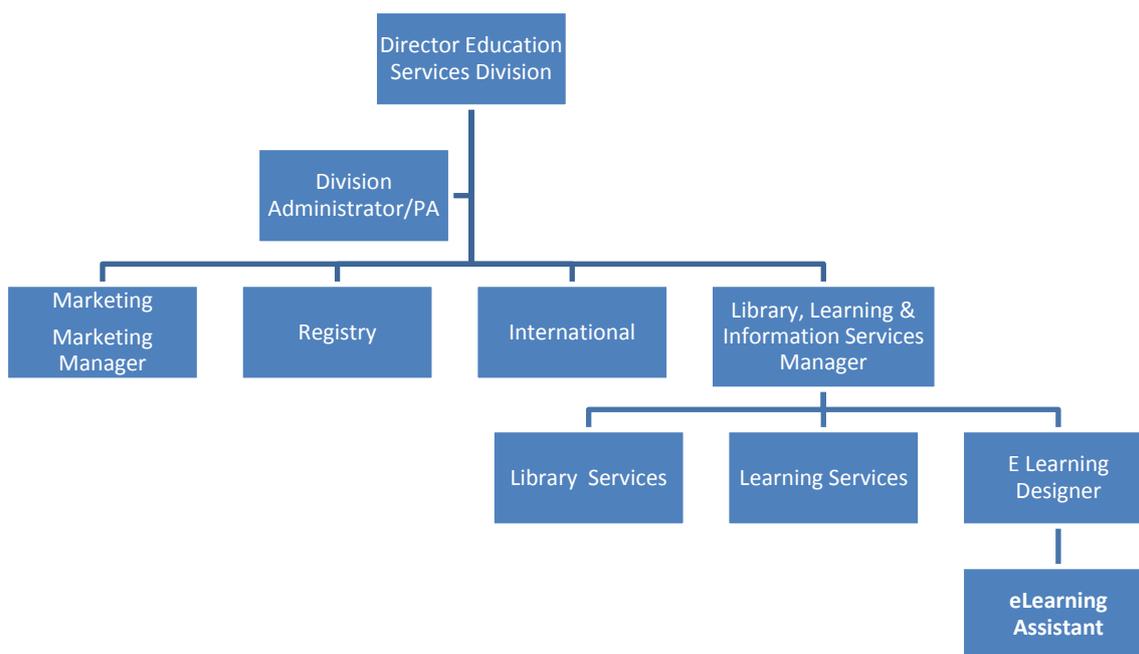
PRIME FUNCTION/PURPOSE OF THE JOB

Working with the eLearning Leader the eLearning Assistant will support the development and maintenance of eLearning courses, resources and/or programmes. Staff, students and CPIT stakeholders will be effectively supported and where relevant trained in the use of the online management system(s) and related technologies.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Nil
Other: Nil

ORGANISATION STRUCTURE



PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications:</p> <ul style="list-style-type: none"> • Formal tertiary qualifications in one of the following areas: <ul style="list-style-type: none"> ○ IT ○ Education ○ Multimedia 	<ul style="list-style-type: none"> • Formal tertiary qualifications in more than one of the following areas: <ul style="list-style-type: none"> ○ IT ○ Education ○ Multimedia
<p>Experience/ Skills/Knowledge:</p> <ul style="list-style-type: none"> • Proven experience and competence in web publishing, multimedia, and application of Web 2.0 tools • Proficiency with HTML, XML, and CSS • Familiarity with applications such as Photoshop, Flash, and audio & video editing software • An understanding of a range of technologies underpinning eLearning environments 	<ul style="list-style-type: none"> • Competence gained in an educational environment • Teaching and/or presentation experience • Knowledge of learning management systems and open source applications
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Proven customer service skills and dedication to delivering quality service • Excellent communication skills • Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy 	

KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> ● Work collaboratively with academic staff in developing and maintaining teaching and learning materials and resources that are offered in the online environment by: <ul style="list-style-type: none"> ○ Liaising with, and providing eLearning advice and support to academic staff as directed ○ Formatting content (including multimedia) for incorporating into courses delivered via the CPIT Learning Management system/s ○ Undertaking testing work on eLearning or web projects. 	<ul style="list-style-type: none"> ● Appropriate advice and support is given to users on the effective utilisation of eLearning and Web technologies.
<ul style="list-style-type: none"> ● Assist with staff training relating to eLearning and Web technologies 	<ul style="list-style-type: none"> ● Academic staff are empowered with tools and knowledge to enable them to maintain their own eLearning resources where appropriate. ● Training seminars are offered to enable staff to effectively utilise and apply web technologies in eLearning initiatives.
<ul style="list-style-type: none"> ● Support the administration of the CPIT Learning Management System/s (currently Blackboard and Moodle) 	<ul style="list-style-type: none"> ● Effective administration support is provided for online courses.
<ul style="list-style-type: none"> ● Assist with general eLearning Unit activities (e.g. documentation/template developments, operational processes) 	<ul style="list-style-type: none"> ● Processes are followed and documentation is produced to a high standard
<ul style="list-style-type: none"> ● Work flexibly in a dynamic environment to ensure priorities are acknowledged and given due attention 	<ul style="list-style-type: none"> ● A quality service is provided for clients.
<ul style="list-style-type: none"> ● Work collegially to meet CPIT eLearning objectives and project timelines. 	<ul style="list-style-type: none"> ● Project timelines are met and outcomes are completed successfully

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Manager – Library, Learning and Information Services**.

FOR YOUR INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4. Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss, your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires.

CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the List instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

6. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment must be marked:

E-Learning Assistant

Ref. DR3285

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

Applications Close
Wednesday 13 August 2008

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.