



JOB DESCRIPTION

POSITION: Instructional Designer and Curriculum Coordinator

LOCATION: At the campus building in Port Alberni

REPORTING TO: Senior Academic Leader

MISSION STATEMENT OF PCU-WHS

The University is a statutory, not-for-profit, degree granting and research institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health, disability management, and rehabilitation and disability leadership studies. It is committed to excellence in teaching and research, scholarship and service to the broader community.

RESPONSIBILITIES OF THE POSITION

- Establish overall goals, objectives and learning outcomes for course content to be developed
- Examine overall framework of curriculum, especially vertical and horizontal linkages through curriculum mapping
- Work with content knowledge experts in the development and revision of courses
- Ensure appropriate course resources are current, available and accessible for course instruction and delivery
- Design of online instruction techniques to meet the needs of an interactive online learning management system
- Implementation and coordination of the learning management system for curriculum coordination and grade management
- Training of faculty and course instructors in the learning management system for effective interactive online and blended learning and instruction
- Coordination and management of instructors for course delivery
- Institute effective measurement of course delivery, assess and make recommendations for improvement
- Coordinate submission of grades and requests for grade revisions
- Other duties as assigned

QUALIFICATIONS / REQUIREMENTS

- Master's degree in education or relevant discipline such as educational technology, distance education, educational psychology, or related field
- Minimum 5 years relevant experience in the design and development of educational materials delivered by distance and on site and use of instructional media
- Comprehensive knowledge of program planning, program development and program evaluation methods
- Knowledge of and experience with learning management systems including Moodle
- Excellent skills in a wide variety of instructional technologies, media design and production, and other multi-media technologies
- Excellent leadership and organizational skills
- Verbal and written communication skills
- Ability to simplify complex material into easily understood public information
- Ability to effectively resolve complaints and conflicts
- Prepare reports and make recommendations as required
- Discretion, diplomacy and confidentiality



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Position Start Date: As soon as suitable candidate is found

Salary: Competitive salary with benefit package

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