



JOB DESCRIPTION

POSITION: Director of Professional and Continuing Education Studies

LOCATION: At the campus building in Port Alberni

REPORTING TO: Senior Academic Lead

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

- Oversees development and maintenance of curricula and delivery of courses for continuing education.
- Works with business and industry to assess needs and develop customized training.
- Recruit subject matter experts to develop courses and provide guidance as to outcomes, content, level, approaches to student engagement and interaction, development of interactive course elements, assessment, and instructional design ensuring instruction techniques meet the needs of an interactive online learning management system.
- Following review of content developed by designated subject matter experts, edit documents as required.
- Work with, provide coaching and assistance as required, and evaluate instructors.
- Ensure appropriate course resources are current, available and accessible for course instruction and delivery.
- Implementation and coordination of the learning management system for curriculum coordination and grade management.
- Maintain currency with developments in educational technology and update software, processes and approaches as needed.
- Coordination and management of instructors for course delivery.
- Institute effective measurement of course delivery, assess and make recommendations for improvement.
- Manage projects and timelines in conjunction with administrative staff.
- 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 at a college or university level.
- 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.

Email: info@pcu-whs.ca

Address: PCU-WHS, 4755 Cherry Creek Road, Port Alberni, BC V9Y 0A7

Website: www.pcu-whs.ca