THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Appointment
The Faculty of Engineering, Architecture and Information Technology (EAIT) is located on the St Lucia campus. The EAIT Faculty comprises the Schools of Architecture, Civil Engineering, Chemical Engineering, Information Technology and Electrical Engineering, and Mechanical and Mining Engineering and the Advanced Water Management Centre. These units are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The School of Chemical Engineering is an international leader in the chemical engineering field and has an excellent reputation which has been built over many decades at The University of Queensland. The School’s project-centred curriculum was recognised recently as an international exemplar of engineering education. Worldwide, UQ Chemical Engineering was ranked in the top 25 schools (QS Ranking 2016). It was also awarded the highest score for chemical engineering in Australia in the Excellence in Research for Australia (ERA) study (2015).

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/eait.

Information for Prospective Staff
Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

DUTY STATEMENT

Primary Purpose of Position
Coordinate and manage all activities of UQ EAIT Faculty’s new “Massive Open Online Coursework” (MOOC) programs and the Chemical Engineering MicroMasters in Sustainable Energy MOOC program. The MicroMasters will be launched on the EDx online platform in the next 12 months. This exciting initiative combines rigorous academic pedagogy with technology solutions for broad access and high-level student engagement. This MOOC development project is a three year project and will cease at the completion of the project.

Initially, you will work with the Chair in Sustainable Energy Futures (Professor Peta Ashworth), to support academic and professional staff in the School of Chemical Engineering with the uptake, development and evaluation of associated MOOC resources and pedagogies for the
MicroMasters. Subsequently, you will work more broadly with those across the EAIT faculty to develop further MOOCs under the direction of the Academic Dean, Peter Sutton.

The overarching goal of the position is to enhance teaching quality by aiding in content development and execution, supporting academic topic contributors, and supporting student learning. The position will provide a single point of contact for staff (individuals and groups) for those projects and academic staff developing courses for online distribution through the EDx massive online learning system.

**Duties**

Duties and responsibilities include, but are not limited to:

**Course Planning & Logistics**

- Co-ordinate academic staff and other MOOC contributors to develop course outlines and content.
- Liaise with UQx educational designers to develop the MOOC course outlines into detailed course plans.
- Liaise with the educational designer/s to design and build the MOOC courses.
- Co-ordinate course development and monitor progress of MOOC delivery through-out the design phase and during its release.
- Manage MOOC course contributors (academic staff, postdoctoral fellows, other contributors) to ensure timely development of MOOC content design in accordance with the agreed design schedule.
- Oversight of the implementation of each of the MOOC courses and responding to student needs on demand as appropriate and required by edX systems.
- Ensure the pedagogical validity of the MOOC course design meets UQ standards for design and content quality
- Liaise with the UQx Project team to ensure quality of content design, course contributors and the post-production (video editing, animation, software design).

**Educational Design**

- Ensure the quality of all MOOC course content design is of UQ standard or higher.
- Ensure that all MOOC content is properly attributed and does not violate copyright.
- Manage MOOC content development to ensure all activities and assessment tasks are at the appropriate level for the target audience.
- Create or edit MOOC quizzes, activities, or lecture materials as requested by content contributors.
- Write introductions and instructions for all MOOC course content as necessary.
- Implement consistent style choices to ensure the MOOC course functions as a single unit.
- Liaise with and co-ordinate content reviewers at various stages throughout MOOC course development.
- Engage with the EdX platform to build course content.
- Co-ordinate the administration of MOOC online forums, discussion boards and respond to student queries.
- Monitor and report technical problems to UQx to facilitate immediate resolution.

**Finance & Support**

- Develop and implement administrative systems to ensure the operational success of MOOCs.
- Prepare progress reports for submission as appropriate.
- Provide information to relevant University authorities and external agencies, as appropriate.
- Assist the EAIT Research and Finance Managers in the administration of budgets associated with EAIT MOOCs.

Other
- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities

Reporting Relationships

The position will be split across the School of Chemical Engineering and the EAIT Faculty. Initially the person will report to the Chair in Sustainable Energy Futures, School of Chemical Engineering.
SELECTION CRITERIA

Essential
- Qualification in management, project management or science, or an equivalent combination of qualifications with at least 4 years relevant expert experience and specialist expertise in developing online resources to support student learning;
- Demonstrated experience with online education and education curriculum development (esp. MOOCs);
- Extensive experience in administrative support in education or research;
- Expert planning, organizing and delivery of projects;
- Demonstrated knowledge with basic teaching techniques and tools (e.g. PowerPoint, Keynote etc.);
- Familiarity with online coursework-building technologies (e.g., html, Blackboard, graphic design, etc.);
- Expert leadership and management capability in the coordination of complex operations;
- Demonstrated knowledge of online coursework-building technologies (e.g., html, Blackboard, graphic design, etc.);
- Project management experience with strong technical skills and report writing abilities;
- High-level of organisational and time management skills;
- Demonstrated commitment to cultural diversity and equity in the workplace;
- Ability to work under pressure and meet deadlines;
- Exceptional oral, interpersonal and written communication skills;
- Ability to work collaboratively with colleagues;
- Self-motivated and able to act independently and take initiative within established management guidelines.

Desirable
- Experience pertaining to education, climate change and/or sustainable development;
- Broad knowledge of energy issues and experience in the field of energy.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.