POSITION DESCRIPTION

Position Title: eLearning Officer
Organisation Unit: UQ Business School
Position Number: 1332226
Type of Employment: Full Time, Fixed Term (12 Months)
Classification: HEW Level 5

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 this will be a strategic focus going forward.

Organisational Environment

UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society. Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the School brings together 10,000 students and 130 subject experts.

UQ Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities. The School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, strategy and entrepreneurship, and tourism.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs. To learn more about UQ Business School, please visit https://www.business.uq.edu.au.

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

DUTY STATEMENT

Primary Purpose of Position

The eLearning Officer is responsible for the provision of support to the UQ Business School through the maintenance of eLearning systems and sites. The position will provide quality assurance by monitoring and reviewing documentation contained within the School’s learning management environment, including, but not limited to Blackboard and Electronic Course Profiles (ECP). The incumbent will provide assistance, advice and general support for users of UQ’s eLearning systems and sites. Additionally, the role will provide support to the Learning Design Team.
Key Responsibilities

Key responsibilities include, but are not limited to:

- Assist with the enrolment of staff and student on systems as appropriate.
- Provide assistance and advice to staff in the use of Blackboard, eCPs and associated applications.
- Undertake daily administration of learning management systems, including checking and uploading Electronic Course Profiles and other digitalised materials; monitoring lecture recordings; and monitoring changes to Blackboard content.
- Provide proactive quality assurance and governance by monitoring and reviewing online resources for inaccuracies, omissions and relevant policy compliance.
- Act as the School’s point of contact for both the Institute of Learning Innovation (ITaLI) and School Academic’s regarding the administration of Blackboard and eCPs.
- Manage the download and archiving of all Business School assignments from both Turnitin and Blackboard, and other relevant digitalised materials.
- Produce and maintain procedural and training documentation for School staff to promote accuracy and consistency in all eLearning materials.
- Maintain expertise with software and systems relevant to the above duties as may be required by the School.
- Liaise with appropriate staff within the School and University to ensure efficient processing and application of eLearning materials and digitalised services.
- Provide assistance and back up where appropriate to the Learning Design team as determined by the UQ Business School’s Learning Manager and the UQ Business School's Director of Education.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Learning Design Manager, UQ Business School, and is responsive to the Director of Education, UQ Business School.
SELECTION CRITERIA

- Completion of a degree in a relevant field (Information Technology, Multimedia Development), or an equivalent combination of relevant experience and/or education/training.
- Minimum two (2) years' experience in maintenance and support of online information resources.
- Extensive skills in the use of appropriate software packages for word processing, data storage and retrieval, email, spreadsheets, web development, and specific demonstrated skills and ability to use webpage/web-based applications.
- Ability to convert various forms of electronic data to web compatible documents for online presentation.
- Ability to effectively communicate procedures and/or instructions concisely and effectively to a variety of people, whilst exercising integrity, diplomacy and sensitivity.
- High level of organisational, problem solving and customer service skills.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Brett Pelttari, Recruitment Advisor (b.pelttari@uq.edu.au)