



Position Description

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| College/Division: | ANU College of Health & Medicine; ANU College of Science |
| Faculty/School/Centre: | Science Teaching and Learning Centre |
| Department/Unit: | Science Teaching and Learning Centre |
| Position Title: | Education Technologist |
| Classification: | ANU Officer Grade 8 (Technical) |

PURPOSE STATEMENT

This position will contribute to the development of teaching capacity and quality by demonstrating and supporting the uptake of accessible technologies, particularly in the areas of Wattle (the ANU's Learning Management System) and online resources including interactive online tools for university teaching.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Education Technologist will work with the Deputy Dean Education and other members of the Science Teaching and Learning Centre to provide essential technical expertise and advice to support the teaching and learning goals of the College of Science and College of Health and Medicine. The Education Technologist will assist academic staff to develop flexible approaches to their teaching. In addition to this primary relationship, the Education Technologist will also liaise with administrative and other professional staff in the College and across the University. The position is fixed term for 3 years at 1.0 FTE.

Role Statement:

Under the broad direction of the Deputy Dean Education:

1. Actively investigate and implement technological, digital and web-based tools used in flexible learning and teaching.
2. Using extensive technical expertise, provide support and advice on technologies and software for education to academic staff.
3. Work with academic staff to develop their understandings and enhance their use of the ANU's Learning Management System, web-based teaching and learning tools, and rich media.
4. Train staff in creating quality self-study materials for students.
5. Liaise with technological support staff within the College, CHELT, ITS, and across the University.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as requested, consistent with the classification level of the position.

SELECTION CRITERIA

1. Degree in a related discipline and demonstrated relevant experience or an equivalent combination of relevant experience and education/ training.
2. Demonstrated experience in web-based and digital environments with the ability to deliver high-quality training to a wide range of staff. This includes breadth of specific skills, including working with the following:
 - PC and Macintosh operating systems
 - Web and standalone formats and files
 - Mobile digital devices
 - Basic web, graphics, video, sound and interactive software
 - Learning Management Systems, in particular Moodle/Wattle
3. Proven high-level interpersonal and communication skills, both written and verbal, with a strong customer service focus and the ability to communicate technical information to clients of varying ability, interact with team members and maintain relationships with stakeholders.
4. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

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| Supervisor Signature: | Date: 2/1/2019 |
| Printed Name: | Anna Cowan Uni ID: 3449042 |
| References: Professional Staff Classification Descriptors | |