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|  | Position Description |

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| **College/Division:** | ANU College of Business and Economics |
| **Faculty/School/Centre:**  | TBA Pending Unit Title |
| **Department/Unit:**  | Education Innovation Office |
| **Position Title:**  | Education Support Officer |
| **Classification:** | ANUO 6/7 |
| **Position No:** | 8430 |
| **Responsible to:** | College IT Manager |

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| **PURPOSE STATEMENT:**This position will contribute to the development of teaching capacity by demonstrating and encouraging the uptake of accessible technologies, particularly in the areas of Wattle/Moodle/Moodle (the ANU's Learning Management System), Web 2.0 and rich media.KEY ACCOUNTABILITY AREAS:Position Dimension & Relationships: In supporting the academic and professional staff of the College this position reports to the College IT Manager, working in close liaison with the College’s Associate Dean (Education) who is responsible for monitoring and improving education quality in the College. The Web Educational Development Officer provides advice on the University Learning Management System and helps implement college activities to achieve quality education in the web based environment. The position collaborates with staff in similar support roles of the ANU, College, School and Central support areas and also maintains close operational ties with the University’s central Wattle/Moodle support team. Role Statement:Under the broad direction of the College IT Manager:1. Support the delivery of courses using Wattle/Moodle and other University-supported applications
2. Provide at-elbow training and support for academic staff using Wattle/Moodle and provide training briefs for ITS/Wattle/Moodle trainers
3. Collect data required for the creation of Wattle/Moodle sites
4. Monitor, adjust and report on levels of access to Wattle/Moodle sites for CBE courses and programs
5. Develop training materials for Wattle/Moodle activities
6. Provide guidance and support in relation to the design of Wattle/Moodle sites
7. Monitor and report on Wattle/Moodle site life-cycle management, course outline preparation and publication
8. Coordinate the delivery of teaching and learning workshops to College staff
9. 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.
10. Liaise with technological support staff within the College, CHELT, the Information Technology Services Division and across the University.
11. Other duties consistent with the classification of this position.
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| **SELECTION CRITERIA:**Completion of a degree, or an equivalent combination of extensive relevant experience and education/training1. Experience in the area of online learning and Learning Management System support in an environment with a strong user focus and a demonstrated commitment to service with a capacity to deliver quality advice and training to a wide range of people with varying skills
2. An understanding of the higher education environment in Australia and the nature of universities
3. Proficiency in the use of computer-based and web-based applications to support online learning and office information systems, including graphic design, word processing, spreadsheet and web applications
4. Experience in dealing with people from diverse backgrounds and with a wide range of needs, and in the provision of information and advisory services, with a commitment to service and strong client focus
5. Demonstrated ability to work independently and as a member of a team, and to organise work priorities and meet deadlines with minimal supervision
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:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |