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## **IDENTIFICATION**

Position Title: **Education Technologist (ET)**

Section: **Course Design & Development**

Department: **Centre for Flexible Learning (CFL)**

Location: **Laucala Campus**      Category: **Administration & Support**      Band: **VI, Step 1-7**

Substantive appointment: **3 years**

Reports to: **Head, Learning Experience Design and Development (HLxDD)**

Supervised by: **Head, Learning Experience Design and Development (HLxDD)**

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## **PART A: DEFINITION**

An ET is a member of a course design and development team engaged in the development of quality learning materials for students studying through flexible learning (FL). The ET plays a vital role in the development and production phases of print, online, and multimedia course materials. Additionally, ETs oversee Minor Adjustment courses, ensuring that all materials are consistent and meet publishable standards. Furthermore, we provide comprehensive professional development training and workshops for academic staff, emphasising the integration and effective use of online learning technologies.

## **PART B: DUTIES**

### **Course development**

- Develop, produce and maintain quality of print, online and multimedia materials;
- Attend course team meetings and discussing feedback from student evaluation forms and course writer's tutorial visits, assessment results;
- Identifying in consultation with the course writer the level of work required for minor adjustment courses;
- Drawing up a work schedule for courses assigned by the Head, Learning Experience Design and Development;
- Workflow monitoring and progress reporting to the Head, Learning Experience Design and Development,
- Integrating text, graphics and multimedia elements in the course materials,
- Performing final checks and signing off on course materials submitted for printing; and
- Attending to queries from students and staff regarding course materials.

## Job Description and KPIs

# EDUCATION TECHNOLOGIST

### Multimedia & online course development

- Collaborate with course writers to develop online content, including templates, layout design, and editing;
- Design and develop learning activities in the Learning Management System;
- Produce multimedia components in conjunction with the learning experience designer and multimedia staff;
- Check final online and multimedia components before the 'go-live' date;
- Provide help and support to teaching staff as required by way of troubleshooting; monitoring and maintaining the different features of the online component;
- Coordinate with lecturers and learning experience designers for end-of-semester online student evaluations; and
- Evaluate the Lecturer's use of the learning management system.

### Training

- Contribute to the strategic planning and execution of CFL orientation programs for USP staff, ensuring comprehensive engagement and seamless integration of new members;
- Plan and conduct learning systems workshops for USP staff; and
- Provide training for students on how to use the learning systems.

### Research and Professional Development

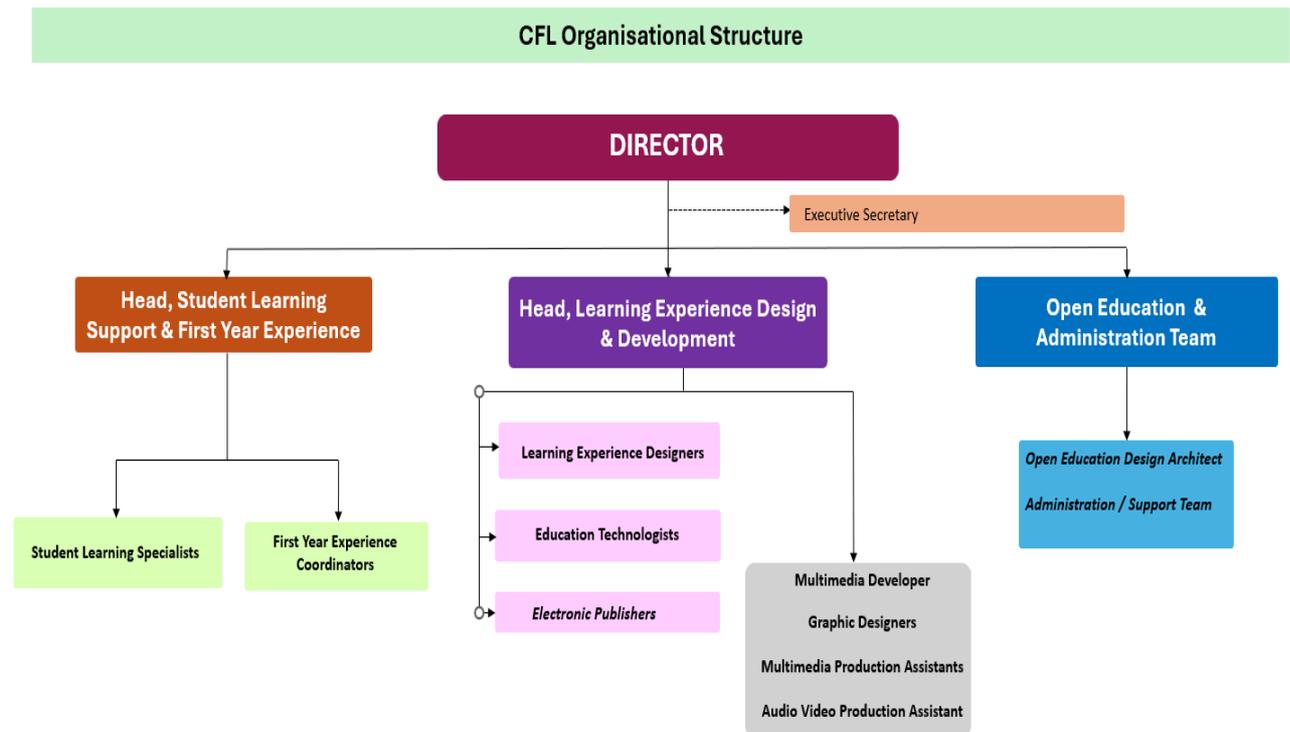
- Collaborate with learning experience designer and senior staff on research activities including proposal writing, data collection and analysis, report writing, and disseminating research findings via seminars, web platforms, academic journals, and conferences as appropriate.
- Explore potential educational technologies for flexible learning.
- Sharing best educational technology practices by participating in and/or attending online/ web seminars/presentations and conferences.

### Other responsibilities

- Attend and be actively involved in meetings as a nominee of CFL in various CFL and USP committees and sub committees.
- Contribute to consultancies in collaboration with various USP and regional partners.
- Facilitate the quality checks of courses and closing of requests in the Moodle Course Request Portal.
- Coordinate and chair department meetings in collaboration with other departments to foster interdisciplinary communication and alignment on shared initiatives.

**POSITION DIMENSIONS**

*Give details of staff and total level of costs within the organization under the position's overall control.*



**Total CFL Staff – 40 (Fiji Based)**

**Professional Level - 19**

**Administration & Support Level - 21**

**KEY RESULTS AREA**

Key Result Areas	% of Total Job	Actions/Strategies	Key Performance Indicators	Aligning CFL Mission statement
1. Develop, produce and maintain quality Moodle courses.	40%	<ul style="list-style-type: none"> <li>Providing technical guidance for effective use of Moodle and other learning technologies, offering training and support to school and students, and troubleshooting and resolving technical issues.</li> <li>Conducting audits of Moodle courses, specifying tools and strategies for optimal learning technology use, and collaborating on the design of online templates with instructional designers.</li> <li>Monitoring and evaluating the use of Moodle by academic staff through audit reports and appraising their use of learning technologies are also key responsibilities</li> </ul>	<p><b>Task</b>                      Uploaded online content and revisions to Moodle courses by “go live” date.</p> <p><b>Behavioural</b></p> <p>a) <i>Commitment to learning</i> – Engages in continuous learning opportunities to further develop skills and capabilities in technical and functional areas. Seeks out learning opportunities that develop self and expands organizational intellectual capital.</p> <p>b) <i>Communication</i> – Keeps people informed and up to date.</p> <p>c) <i>Initiative</i> – Identifies what needs to be done and takes action to achieve standard of excellence beyond job expectations. Contributes new ideas, is a self-starter, looks for ways to add value to the department/organization.</p> <p>d) <i>Flexibility</i> – Able to adapt to and work with a variety of situations, individuals and groups.</p>	<p>Promote, enable and facilitate excellence in learning and teaching in all modes locally, regionally and internationally.</p> <p>Develop collaboratively with schools, sections, agencies, high quality and innovative learning experiences for the region in formal education.</p> <p>Provide opportunities for staff and students to develop exemplary and innovative learning and teaching practices and skills</p>
2. Develop Minor Adjustment FL course materials for all semesters.	20%	<ul style="list-style-type: none"> <li>Develop a timeline and facilitate course development team meetings to strategise and execute minor adjustment activities effectively</li> <li>Verify and update multimedia component specifications for print materials as necessary, and collate readings for course material components.</li> <li>Copy editing and minor amendments to instructions and formatting as needed.</li> <li>Performing final checks and signing off on course materials submitted for printing.</li> </ul>	<p><b>Task</b></p> <ul style="list-style-type: none"> <li>Update course materials using FL methodology and technology-supported learning for on-campus and FL modes of study.</li> <li>Submission of camera-ready course materials to Book Centre via USP Mana Drive by the production deadline.</li> </ul> <p><b>Behavioural</b></p> <p>a) <i>Planning and organizing</i> – Establishes a systematic course of action for self to ensure accomplishment of specific objectives. Sets priorities, goals, tracking systems and timetables to achieve maximum productivity.</p> <p>b) <i>Communication</i> – Keeps people informed and up to date.</p> <p>c) <i>Attention to detail</i> – Accomplishes a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it.</p> <p>d) <i>Results Orientation</i> – Manages own time well in order complete allocated tasks on time and with high quality.</p> <p>e) <i>Conflict management</i> – Effectively identifies and manages potential conflicts within relationships to prevent disagreements from arising.</p>	<p>Promote, enable and facilitate excellence in learning and teaching in all modes locally, regionally and internationally.</p> <p>Develop collaboratively with schools, sections, agencies, high quality and innovative learning experiences for the region in formal education.</p>

<p>3. Provide technical assistance/advice development teams to develop quality FL course materials.</p>	<p>15%</p>	<ul style="list-style-type: none"> <li>• Participating in course development team meetings and collaborating with instructional designers, electronic publishers, multimedia specialists, and schools to design and develop flexible learning courses (Blended, Online, and Print). This involves: <ul style="list-style-type: none"> <li>○ Developing learning objects and integrated experiences using interactive tools, the institution's learning management system, and cloud technology.</li> <li>○ Advising academic staff on the strategic value and impact of new learning technologies and addressing challenges in current practices.</li> <li>○ Verifying and updating Open Educational Resources (OERs), multimedia specifications, and collating readings for course materials.</li> <li>○ Co-designing, developing, and maintaining high-quality flexible learning courses that accommodate diverse learning styles and regional IT infrastructural capacities.</li> <li>○ Performing copy editing, formatting adjustments, and conducting Quality Matters (QM) reviews for newly developed courses.</li> <li>○ Conducting final checks and approving course materials for printing.</li> </ul> </li> </ul>	<p><b>Task</b></p> <ul style="list-style-type: none"> <li>• Timely flow of course materials through the course development teams/ processes and developed within deadlines for Book Centre.</li> <li>• Submission of camera-ready course materials to Book Centre via USP Mana Drive by the production deadline.</li> </ul> <p><b>Behavioural</b></p> <ol style="list-style-type: none"> <li>a) <i>Attention to detail</i> – Accomplishes a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it.</li> <li>b) <i>Teamwork</i> – Able to effectively work and complete assignments in group settings. Works cooperatively, with a positive attitude with others to achieve common goals. Provides assistance to others when they need it when time allows. Is not afraid to seek advice from others. Puts extra effort when needed to help others.</li> <li>c) <i>Results Orientation</i> – Manages own time well in order complete allocated tasks on time and with high quality.</li> <li>d) <i>Flexibility</i> – Able to adapt to and work with a variety of situations, individuals and groups.</li> </ol>	<p>Promote, enable and facilitate excellence in learning and teaching in all modes locally, regionally and internationally.</p> <p>Develop collaboratively with schools, sections, agencies, high quality and innovative learning experiences for the region in formal education.</p>
<p>4. Promote and facilitate the use of educational technologies.</p>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Researching, trialing, and evaluating new features in educational software.</li> <li>• Exploring free online educational resources like MOOCs, OERs, and mobile learning, and integrating AI.</li> <li>• Participating in local and international conferences and workshops to share best practices and network.</li> <li>• Conducting research using survey tools to assess academic staff readiness for online teaching technologies.</li> <li>• Performing initial testing on system upgrades and reporting issues to IT services, while also learning new features and providing feedback to enhance usability.</li> <li>• Identifying, testing, and evaluating tools that enhance pedagogical value in teaching and learning.</li> <li>• Staying updated with trends in learning technologies and higher education, ensuring compliance with accessibility and usability laws.</li> <li>• Actively contributing to internal and external communities of learning.</li> <li>• Implementing and training staff and students on tools like Perusall.</li> <li>• Designing and developing ePortfolios for student assessment and training.</li> </ul>	<p><b>Task</b></p> <p>USP staff and students trained to use Moodle and educational technologies.</p> <p><b>Behavioural</b></p> <ol style="list-style-type: none"> <li>a) <i>Planning and organising –Initiative</i> –Identifies what needs to be done and takes action to achieve standard of excellence beyond job expectations. Contributes new ideas, is a self-starter, looks for ways to add value to the department/ organisation.</li> <li>b) <i>Commitment to learning</i> – Engages in continuous learning opportunities to further develop skills and capabilities in technical and functional areas. Seeks out learning opportunities that develop self and expands organisational intellectual capital.</li> <li>c) <i>Communication</i> – Keeps people informed and up to date</li> </ol>	<p>Promote, enable and facilitate excellence in learning and teaching in all modes locally, regionally and internationally.</p> <p>Develop collaboratively with schools, sections, agencies, high quality and innovative learning experiences for the region in formal education.</p> <p>Promote scholarship and to undertake practice-based and applied research in learning and teaching.</p>

<p>5. Develop capacity building, course development workshops for USP staff members and students.</p>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Planning and organizing meetings to prepare for upcoming workshops.</li> <li>• Facilitating workshops both on-campus and regionally.</li> <li>• Troubleshooting, debriefing, and reporting on workshops that have recently been conducted.</li> <li>• Designing, developing, and facilitating professional development sessions for staff and students.</li> <li>• Evaluating and documenting effective strategies for professional development related to learning technologies.</li> <li>• Developing and maintaining instructional materials that support the use of learning technologies.</li> </ul>	<p><b>Task</b> Delivery of workshops to USP staff members and students.</p> <p><b>Behavioural</b></p> <p>a) <b>Teamwork</b> –Works cooperatively, with a positive attitude with others to achieve common goals. Provides assistance to others when they need it when time allows. Puts in extra effort when needed to help others.</p> <p>b) <b>Commitment to learning</b> – Engages in continuous learning opportunities to further develop skills and capabilities in technical and functional areas. Seeks out learning opportunities that develop self and expand organizational intellectual capital.</p> <p>c) <b>Communication</b> – Effectively communicates by actively listening and sharing relevant information so as to anticipate problem and ensure effectiveness of the organization. Asks open ended questions that encourages others to give their points of view.</p> <p>d) <b>Accountability</b> – Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; displays a strong commitment to organizational success</p>	<p>Promote, enable and facilitate excellence in learning and teaching in all modes locally, regionally and internationally.</p> <p>Develop collaboratively with schools, sections, agencies, high quality and innovative learning experiences for the region in formal education.</p> <p>Provide opportunities for staff and students to develop exemplary and innovative learning and teaching practices and skills.</p>
<p>6. Provide support and/or research special projects in the field of FL and learning and teaching at USP.</p>	<p>5%</p>	<ul style="list-style-type: none"> <li>• Campus visits to conduct student surveys and interviews.</li> <li>• Engaging in research aimed at enhancing flexible learning practices.</li> <li>• Collaborating on research projects with colleagues to advance technology's role in learning and teaching at the university.</li> </ul>	<p><b>Task</b> Archive of information, research data results, analyses and evaluations.</p> <p><b>Behavioural</b></p> <p>a) <b>Accountability</b> – Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; displays a strong commitment to organisational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her duty and presenting oneself as a credible representative of the organization to maintain the client’s trust and foster client loyalty.</p> <p>b) <b>Commitment to learning</b> – Engages in continuous learning opportunities to further develop skills and capabilities in technical and functional areas. Seeks out learning opportunities that develop self and expands organisational intellectual capital.</p> <p>c) <b>Initiative</b> – Identifies what needs to be done and takes action to achieve standard of excellence beyond job expectations. Contributes new ideas, is a self-starter, looks for ways to add value to the department/organisation.</p> <p>d) <b>Planning and organising</b> – Establishes a systematic course of action for self to ensure accomplishment of specific objectives. Sets priorities, goals, tracking systems and timetables to achieve maximum productivity.</p>	<p>Promote scholarly activities and engage in practice-based and applied research in the field of learning and teaching.</p>

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## **POSITION SPECIFICATION**

### **Essential criteria**

- A degree in Educational Technology, Learning Design, Education, Information Systems, or Information Technology, with at least four years of relevant professional experience in digital learning environments or learning technologies; or
- Extensive experience and management expertise in learning technologies, eLearning systems (e.g., LMS), instructional design, or related technical/administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge and understanding of flexible learning, web-based learning environments, and online education practices.
- Proven ability to support the design, development, and maintenance of online and multimedia learning materials, including learning activities within a Learning Management System (LMS).
- Demonstrated experience or capacity to provide technical support and training to academic staff and students in the use of learning technologies and digital learning platforms.
- Demonstrated computer literacy and proficiency in a range of digital tools and platforms, including the Microsoft Office Suite, web-conferencing platforms, online proctoring systems, and emerging AI tools used in learning and teaching, with the ability to quickly learn, adapt to, and apply new software and technologies relevant to course development and digital learning environments.
- Excellent written and verbal communication skills in English, including the ability to edit and prepare learning materials to a professional and publishable standard.
- Ability to work independently under broad direction, manage competing priorities, and meet production deadlines in a collaborative course development environment.
- Demonstrated ability to work effectively in multicultural and multidisciplinary teams and engage with academic staff, students, and support units across the University.

### **Desirable criteria**

- Postgraduate in Educational Technology, Education, Information Systems, Information Technology, or a related field.
- Professional experience in higher education, educational technology support, ICT, eLearning development, or digital publishing environments.
- Experience supporting learning management systems, digital assessment platforms, or online course development.
- Experience working in the Pacific region or in similarly diverse and geographically distributed environments.
- Experience working in multicultural institutional settings.