



The University of the West Indies  
Open Campus

## Now Recruiting: Course Coordinators, Group Facilitators and Research Supervisors

The Graduate Programmes Department of the Open Campus is seeking to fill part-time limited-term contract positions for *Group Facilitators*, *Course Coordinators* and *Research Supervisors*. The broad areas of teaching are *Literacy Instruction*, *Adult and Continuing Education* and *Instructional Design*. For a comprehensive listing of all Graduate Programmes courses, visit: <http://www.open.uwi.edu/graduate/programme-delivery-schedule> .

---

The main duties of *Group Facilitators* are to:

- Guide the learning experience of all students and act as a resource for learners as they move through the course.
- Where required or deemed appropriate, make available additional materials to enhance the learning experience of the students.
- Respond to all student queries in the *Tutor-Student Exchange* forum. Where necessary, access information from the appropriate source in order to address the matter raised.
- Provide guidance on all learning activities.
- Regularly communicate with individual students via e-mail to counsel, advise and motivate.
- Regularly contribute to all discussions and provide appropriate feedback to learners.
- Grade and provide individual feedback for in-course assignments, based on the marking scheme provided by the *Course Coordinator*.

Individuals applying for positions as *Group Facilitators* should possess a minimum qualification in the form of an M. Phil, MA or M.Ed and at least three years teaching experience in the relevant area.

---

The main duties of *Course Coordinators* are to:

- Provide academic leadership for the course.
- Prepare and/or identify materials to supplement the pre-packaged materials. These may include web-based materials, multi-media presentations developed or sourced by the course coordinator.
- Prepare a study schedule for the course.
- Prepare the required number of online learning activities and provide guidance to Group Facilitators.
- Communicate with students regularly via the *Course Coordinator* news forum in order to motivate students, draw attention to specific aspects of the delivery of the course and/or to highlight broader areas of interest that impact on the study of the course.
- Prepare in-course assignments with accompanying guidelines and instructions to student and all related activities.
- Monitor participation of both Group Facilitators and students and take any required corrective actions.
- Regularly meet with Group Facilitators to discuss course progress.

Individuals applying for positions as *Course Coordinators* should possess a PhD and teaching experience in the relevant area.

---

---

As an Open Campus Research Supervisor you would be required to:

- Give guidance on the standard of performance expected at the Master's level, the planning of the research programme, the objectives and scope of the research to be undertaken and the literature and sources.
- Develop a schedule of submissions and feedback with assigned students, giving detailed advice on the completion dates of successive stages of the research to ensure timely completion of the research paper.
- Maintain regular communication with students. This includes online meetings and email communication.
- Maintain a progress report for each assigned student and make necessary recommendations.

Individuals applying for positions as *Research Supervisor* should possess a PhD, former supervision work would be an asset

---

*Note that all teaching is conducted online and applicants must be able to meet the following hardware and software requirements.*

**Computer:**                     Pentium IV 2GHz or faster;  
    Windows 2000 or above or MAC OS 8.0 or other equivalent

**Internet Browser:**         Microsoft Internet Explorer 6.0 +;  
    Mozilla Firefox

**Additional Software:**       You may also require recent versions of the following:  
    Adobe Acrobat Reader;  
    Macromedia Flash/Shockwave Player;  
    Apple QuickTime

**Additional Requirements:**  Internet connection using a 56KByte modem as a minimum, however ADSL Broadband is the recommended option;  
    Sound/video card with speaker or headphones connected;  
    256MB RAM;  
    Colour Monitor set to 800 x 600 resolution, or greater.

Applicants should fill out an online application form at: <http://tinyurl.com/2784st6> . In addition, a current CV and cover letter should be emailed to the Programme Coordinator at [graduate-jobs@open.uwi.edu](mailto:graduate-jobs@open.uwi.edu). Qualified applicants will be notified of the outcome of their application via email.

The closing date for applications is **December 23, 2011**.

---