VAAL UNIVERSITY OF TECHNOLOGY

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External / Internal Vacancy
(Re-advert)

DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Instructional Designer(3 Year Fixed Term Contract)	POST No: 2473 PEROMNES GRADE: 08

JOB DESCRIPTION:

The main purpose of the position is to promote and support the use of emerging digital and other educational technologies in learning and teaching. It includes training of and support to academics in the development of learning materials.

Key Performance Areas include but not limited to:
- Development of online short programmes, hybrid learning models and other evolving formats of educational content delivery
- Work with academics and course development teams on course design as directed
- Assist with the compilation of resources for the course development process as required
- Assist and support the digital studio team as required
- Provide ongoing technical and administrative support to users (students and learning facilitators)
- Assist with the development of policies and procedures

APPLICATION CRITERIA:

Qualification and Experience:
- Honour's degree (NQF level 8) in Information Technology, Instructional Design or Instructional Technology or related field (e.g. Education, Communication, Media Science, eLearning) AND a Master's degree in a relevant field OR progress with a master's degree in a relevant field
- In-depth understanding of learning theories, instructional design strategies, curriculum standards and assessments
- In-depth knowledge of processes and standards for planning and implementing instructional design and development, instructional technology media and materials development and implementation principles
- At least two years' work experience in instructional design and with instructional technology
- Experience in a higher education institution in an academic development environment is advantageous
- Experience in the educational use and technical support of Learning Management Systems (e.g. Blackboard)
- Experience in creating digital content and online/blended courses
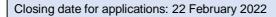- Experience in the use of Authoring teaching tool

Skills and Competencies:
- Ability to establish professional working relationships with students and staff
- Ability to work with students and faculty members both individually and in groups
- Ability to adapt to the diverse learning needs of adult learners
- Interpersonal, conflict management, communication (verbal and written), report writing
- and presentation skills
- Ability to work independently and as a member of a team
- Detail-oriented with strong organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to use technology to communicate with students and staff and to facilitate
- learning
- Proficiency in Microsoft Office suite, internet/web-based platforms and mobile
- technology

Submit CV to recruitment4@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply.</u> If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

POSITIVE ABOUT PEOPLE WITH DISABILITIES