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ފަރާތުން، ރާއްޖޭގެ
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POSITION DESCRIPTION

POSITION	E-Learning Coordinator
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Institute for Research and Innovation
LOCATION	QI Campus, Male'
DATE ADVERTISED	25 November 2024
DEADLINE FOR APPLICATION	02 December 2024

BROAD PURPOSE

In response to our expanding range of fully online and hybrid educational programs, ensuring the quality of service has become paramount. Continuous monitoring of our e-learning platforms, including the Learning Management System (LMS) and other educational resources, is essential to maintain excellence in our online offerings.

The growing demand for online education necessitates extensive human resources dedicated to monitoring and optimizing these platforms. A dedicated E-Learning Administrator will play a crucial role in this, providing essential backend support to instructors to deliver content effectively in e-learning modalities.

Furthermore, to meet regulatory requirements like MQA (E-Learning guidelines) and accreditation standards, it is imperative to have a specialized role focused on the management, compliance, and quality assurance of our e-learning initiatives. The E-Learning Administrator will ensure adherence to educational standards, implement best practices in e-learning, and facilitate the seamless integration of technology and pedagogy.

Reports to: Director, Centre for Open and Distance Learning

REMUNERATION	
Basic Salary:	MVR 10,000 – 12,000
Service Allowance:	MVR 4,700 – 5,200
Responsibility Allowance:	MVR 2,000 – 3,000

MAIN DUTIES AND RESPONSIBILITIES

1. Systems Management

- Oversee and manage the technical aspects of the LMS and other educational platforms like Google Meet, Zoom, Office 365, etc.
- Ensure system updates and maintenance, troubleshoot technical issues.

2. Technical Support

- Provide technical support to faculty, staff, and students.
- Assist with LMS usage and navigation. Conduct training sessions and workshops.
- Provide support and guidance on e-learning best practices.
- Collaborate with instructors to develop training materials.
- Stay updated on emerging e-learning trends and technologies

3. **Integration and Upgrades**

- Coordinate with IT and other departments for system integration.
- Manage system upgrades and enhancements.
- Test new features and functionalities.

4. **Auditing and Reporting**

- Generate and distribute reports on LMS usage, performance, and outcomes.
- Provide insights and recommendations for improvement.

5. **User Management**

- Facilitate the onboarding process for new users.
- Provide orientation and training on LMS usage.
- Ensure smooth transition and adoption.

6. **Compliance and Security**

- Ensure LMS compliance with educational standards and regulations.
- Implement security measures to protect user data.
- Assist with accreditation processes.

7. **Graduate and undergraduate teaching:**

- To take responsibility for the quality of teaching delivery for the assigned courses as per the Workload policy or by the HR department
- Seeking further training, guidance, and skills development to ensure that standards are maintained to meet the requirement of the course.
- To engage in the communication with the partner Universities in maintaining the necessary quality of the course being taught.
- Designing, preparing and developing teaching materials, assessing students' coursework and setting and marking examination papers and also engagement in students' placements

8. **To engage in course Coordination/ Course development:**

- Carrying out administrative tasks related to the department and program, such as student admissions, providing academic guidance, induction programmes and involvement in committees and boards and also in marketing of the programs
- Involving in course development activities such as developing course outlines, course content and the teaching materials related to the course.
- Timely and accurate completion of all the administration work such as students' registration for the course, students' marks sheets.
- Timely, accurate and courteous response to telephone and face to face enquires and e-mails
- Students feedback and feedback from other related departments of VC such as HR, Registration, Finance, Examination, IAD.
- Accurate up to date information provided to clients

9. To engage in Research related Activities:

- Undertaking personal research projects and actively contributing to Villa College research profile and writing up research and preparing it for publication.
- Supervising students' research activities assigned by the faculty as per the policy.
- The number students being supervised in both undergraduate and postgraduate level.
- The number research papers being completed/published locally and internationally.
- The contribution given to the IRI in research related activities.

10. Disseminate knowledge by involving in community engagement:

- Establishing contacts with the wider academic community and also participation in the marketing activities.
- Organizing and Participating in professional developments and conducting psychosocial sessions.
- Engaged in a psychology association/psychology symposium and exhibition

11. Responsibilities with Other Responsibilities / functions

- Engaging in course delivery, course development and course coordination and marketing.
- Contributing to the research related activities such as supervision of students

	<p><u>Education</u></p> <ul style="list-style-type: none">• Bachelor's degree in Education, Instructional Design, Educational Technology, IT or a related field• Masters in a relate field will be an added advantage <p><u>Experience</u></p> <ul style="list-style-type: none">• Minimum 2-3 years of work experience in a related area• 3-5 years of experience in a related field is desired <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- Proficiency in using and managing LMS platforms and other educational technologies- Strong technical skills in troubleshooting, system maintenance, and support- Experience in developing and delivering online training, workshops, and support resources is desired- Certification in e-learning, instructional design, or educational technology (e.g., Certified Moodle Administrator, Certified Instructional Designer) is desired <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">- Excellent communication and collaboration skills- Stakeholder engagement skills- Ability to work effectively with faculty, staff, students, and IT teams
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