



Job Description

Content Development Assistant

Department: UCL Institute of the Americas

Grade 5 (HERA Ref NJ13-27v2)

Location: London (remote)

Reports to:

Module Lecturer / Departmental Teaching coordinator

Context

UCL Americas wishes to appoint a Content Development Assistant to work on preparing modules for online delivery in 2020/21 academic year.

Main purpose of the job

The role of the Content Development Assistant is to support module teams to develop online learning materials and activities, under direction of the module lead.

The duration of the role and patterns of work are likely to be flexible and will depend on the needs of module leaders. The work will be done remotely, and the role holder will need access to a computer and internet connection.

Duties and responsibilities:

- Assisting module teams to align course materials and activities with the [Connected Learning Baseline](#).
- Trialling online learning activities and feeding back any issues or areas for improvement to the module team.
- Creating and editing online courses and activities – primarily in Moodle – for use in online teaching and learning.
- Creating learning materials using a range of applications – including Office applications, but also potentially using discipline-specific tools.

- Performing accessibility checks to ensure that materials and activities are accessible to students with disabilities.
- Creating videos and audio materials.
- Involvement in ad hoc meetings organized by the module team;
- To actively follow and promote UCL policies, including Equal Opportunities;
- To uphold confidentiality in regard to students' records and marks;
- To engage with all training required to support the role.

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to 'A' level standard or equivalent qualification, or with equivalent experience	E
Experience in using a range of IT and/or audio-visual equipment such as PCs, Macs, Microsoft Office software, microphones, sound recorders.	E
Experience with using Moodle as a student undertaking a programme of study.	E
Experience with using other online learning environments (Moocs, LinkedIn Learning, e-portfolios)	D
Skills and abilities	
Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels	E
Strong digital skills and confidence using unfamiliar digital environments	E
Excellent organizational and time management skills	E
Ability to be flexible, and to respond proactively and in a timely manner to changing priorities and student needs in a busy environment	E
Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	E
A high level of accuracy and a keen attention to detail	E
Personal attributes	
Strong people skills and the ability to build good relationships with staff	E
An interest in teaching and enthusiasm for supporting student learning.	E

Apply

To apply for this position:

Email ucl-ia@ucl.ac.uk with a paragraph outlining how you meet the criteria in the person specification.

Deadline for applications: **11.59pm, Wednesday 5 August 2020.**

Interviews will be held on Wednesday 12 August 2020.