The School of Education in the Faculty of Humanities and Education, UWI Mona, invites applications for the full-time position of:

**COORDINATOR OF THE M.ED. SUMMER AND ON-LINE PROGRAMMES**

**Responsibilities**

The successful applicant would play a key role in the management and executing of the School of Education’s plan to enhance and expand the online learning component being used in the delivery of its academic programmes which currently include Educational Administration, Leadership in Early Childhood Development and the M.A. Higher Education: Student Personnel Administration. The successful applicant will report to the Director of the School of Education and be responsible for the following key tasks:

- Manage the course development process for on-line delivery;
- Monitor on-line instruction
- Schedule and coordinate programme activities
- Implement agreed strategies towards achievement of programme goals
- Assist the Director of the School in monitoring the financial management of the programme
- Liaise with the University Administration including the department of Graduate Studies and Research
- Report on progress as required.
- Supervise secretary as required.

**Qualification and Experience**

The minimum requirements are as follows:

- A Master’s degree in Education, Educational Technology/Administration or related discipline
- Sound knowledge of online delivery methods
- Experience in project management
- At least two years experience in working in the field of distance education of online education.

**Deadline for submission of application**

Applications along with a detailed résumé must be submitted by September 30, 2008 to:

The Director  
School of Education  
Faculty of Humanities and Education  
The University of the West Indies  
Mona, Kingston 7

Only short-listed applicants will be contacted.