Applications are invited for the post of Web Coordinator in The University of the West Indies, Open Campus.

QUALIFICATIONS AND EXPERIENCE

Candidates must possess a Bachelor's Degree in Computer Science, Information Technology or a related discipline and have at least two years relevant experience preferably in a tertiary institution. Candidates should display clear understanding of the distance education environment and, in particular, Internet support and programming for distance education. Experience with website construction and maintenance would be an asset.

MAJOR RESPONSIBILITIES

The successful candidate will be required to develop, maintain, customise web-based applications and integrate systems and web interfaces for end users. The programmer is expected to conduct system analysis and development with limited support from other professional staff. He or she will work closely with the Open Campus Web team to maintain current applications and develop new functionalities to meet student and staff needs and to maintain the UWI and the Open Campus brand.

Detailed applications should be sent as soon as possible to

The Director of Administration/University Registrar
Office of Administration
The Vice-Chancellery
UWI
Mona, Kingston 7
Jamaica
oadmin@uwimona.edu.jm
Applicants are advised to request three referees to send references under CONFIDENTIAL cover directly to the Director of Administration/University Registrar without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATION – 15 OCTOBER 2008
 POSITION PARTICULARS

WEB COORDINATOR
OPEN CAMPUS - MARKETING, PROMOTIONS AND COMMUNICATION DIVISION

GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

   Anguilla          Grenada
   Antigua & Barbuda Jamaica
   Bahamas, The Commonwealth of Montserrat
   Barbados          St. Christopher & Nevis
   Belize            St. Lucia
   British Virgin Islands St. Vincent & The Grenadines
   The Cayman Islands The Republic of Trinidad & Tobago
   The Commonwealth of Dominica Turks and Caicos

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face teaching. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in all of the above countries. The UWI on campus student population is currently over 30,000 full-time equivalent students.

3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched Open Campus; an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 today and it is hoped to grow to over 40,000 Open Campus students by 2012. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English speaking countries and a staff of almost 400 professionals to support our growing student population.

OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean.

5. The Marketing, Promotions and Communications Office is currently located on the Mona campus in Jamaica. Open Campus offices are located at the Cave Hill Campus in
Barbados and the St Augustine Campus in Trinidad and Tobago. Open Campus Sites are also located in these as well as the other 12 contributing countries.

REQUIREMENTS

1. The successful applicant should have a Bachelor’s Degree in a relevant discipline, with proven practical experience in distance education, good interpersonal relationship skills, the ability to communicate effectively both orally and in writing, and good time-management skills. Experience in project management would be an asset to the position.

2. The Assistant Programme Coordinator, Open Campus will work with Open Campus staff and departments to support the creation of their web pages.

3. Ideally the Assistant Programme Coordinator will have knowledge of the academic environment within UWI and throughout the Caribbean.

ACADEMIC LEVEL

Assistant Lecturer

WORK LOCATION

This position may be physically located in any of the locations supported by Open Campus. The job incumbent will be required to travel throughout the Caribbean as part of his/her job responsibilities.

WORK ENVIRONMENT

The job incumbent must be able to work in a virtual team environment. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean. The incumbent must be able to engage others in team meetings, developing ideas, and supervise the work of others using a variety of ICT and collaborative web tools. Experience in managing distance projects and working in virtual project teams is an asset; and excellent computer skills are essential.

REPORTING

The Web Coordinator will work closely with the Communications Assistant and report directly to the Marketing, Promotions and Communications Officer who reports to the Deputy Principal. He/she will also work closely with the Computing and Technology Services Department.

TENURE

Appointment will be for three years in the first instance.
WEB COORDINATOR – OPEN CAMPUS

DUTIES

- Develop programme specifications and review them with user and web team to ensure that requirements are met and rules / guidelines are maintained.
- Develop programming code that optimises systems resources and meets stated requirements.
- Maintain programmes and systems designed and developed by others in the organisation or by third party.
- Work with the Open Campus staff / departments (in particular the marketing department and Head of Departments) to support the creation and maintenance of their web pages and to assist in addressing their day to day problems.
- Create user and technical documentation for the systems and changes worked on.
- Consult with user departments to solve problems which occur from time to time to maintain a good rapport with the user community to determine ways of improving operating efficiency.
- Work with the Open Campus Web team and other UWI Web teams from the other campuses to deliver improved efficiency in the Campus day to day business operations and in the management information systems.
- Supervise student interns
- Keep abreast of relevant new technologies in order to advise the departments of appropriate options.
- Perform related departmental duties, as required.

KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED

The successful applicant should possess the following knowledge, skills and experiences.

- A Bachelor’s degree in a relevant discipline.
- Proven practical experience in distance education, preferably in a comparable context;
- Ability to communicate effectively, both orally and in writing with people of varying levels of training and experience.
- Good interpersonal skills.
- Good time-management skills.
- Ability to work independently and creatively.
- Aptitude for team work
- Experience in web preparation and maintenance.
- Flexibility and perseverance toward the completion of tasks.