Now Recruiting: Course Coordinators

The Pre-University & Professional Programmes Department, is currently inviting applications for Course Coordinators and E-tutors to facilitate courses in the following areas:

Health & Safety in the Workplace
Training and Development
Recruitment and Placement
Introduction to Hospitality Accounting
Tourism Marketing
Managing and Developing Hospitality Staff
Introduction to Financial Accounting
Introduction to Business
New Venture Creation: Writing Business Plan
Victimology
Introduction to Crime Prevention

Responsibilities

The main duties of Course Coordinators are to:

1. Provide academic leadership for the course.
2. Prepare and/or identify additional materials to supplement the pre-packaged materials. These may include web-based materials, multi-media presentations developed or sourced by the course coordinator.
3. Prepare a study schedule for the course.
4. Prepare the required number of online learning activities. These may take the form of quizzes, short answer questions, problem sets, short essays, mini-research exercises. Identifies the activity/activities that tutors would be required to grade and for which they would provide individual feedback.
5. Post a message in the Course Coordinator news forum at least once every two weeks to motivate students, to draw attention to specific aspects of the delivery of the course and/or to highlight broader areas of interest that impact on the study of the course. The first of these messages will be a self-profile.
6. Prepare in-course assignments with accompanying guidelines and instructions to students.

*Please note that all teaching is conducted online.*

**Qualifications**

- A master’s degree in a discipline relevant to the content area(s) for which he/she is applying.
- Professional qualifications in lieu of a Master’s degree in the content areas(s) for which he/she is applying.

**Training**

Successful candidates will be required to complete UWI Open Campus training in online instructions prior to the start of teaching.

**Remuneration**

The remuneration for Course Coordinators is the local equivalent of US $1700 -US$ 2500 depending on the size of the class.

Interested applicants must submit a cover letter and recent curriculum vitae and contact information for two (2) references (character and academic) and email to: kathyann.lashley@open.uwi.edu

We thank all applicants. However, only those short listed will be contacted. Applications must be received no later than January 15, 2011.