JOB DESCRIPTION
Digital Education Facilitator (Senior Teaching Associate),
Vacancy Ref: A3090

**Job Title:** Digital Education Facilitator (Senior Teaching Associate)  
**Present Grade:** 7

**Department/College:** LUMS Digital Education Unit

**Directly responsible to:** Director of Digital Education

**Supervisory responsibility for:** n/a

**Other contacts:**

**Internal:** Heads of Department; Programme Directors; Module Directors and other teaching staff; members of Information Systems Services, members of Library staff; Central University Services including Academic Standards and Quality; Governance Services and Student Registry

**External:** Online and digital education professional associations; accreditation bodies; external consultants; external providers; counterparts in other universities; the Higher Education Academy; JISC; The Association for Learning Technologies

**Background:**

LUMS’ mission statement includes that we should assure excellence of our programmes and our engagement with students. As part of that mission the school’s vision for the future is to continue to develop its digital education strategy so as to extend our market reach and to support our students at home and overseas, whether in full or part time study.

The goals for teaching, learning and the student experience include offering staff development opportunities in order to support innovative teaching and learning by providing suitable infrastructure and support for the development of innovations and quality in teaching and by encouraging the membership of professional bodies and other networking opportunities.

The Digital Education Facilitator will work closely with the Director of Digital Education and academic colleagues to support the above vision and goals in relation to both existing programmes (Undergraduate, Postgraduate and Executive) and new programme development.

**Major Duties:**

1. To maintain and cascade up to date knowledge of research-based best practice in digital education relevant to LUMS, and take a leading role in implementation of this within LUMS.
2. To support colleagues (across all LUMS departments) in understanding digital education from a pedagogical point of view.
3. To support the Director of Digital Education to ensure the ongoing development of digital products and capacity across all areas of LUMS activity, including through:
   - Staff training, including through timely identification of new development needs;
   - Assist staff on all aspects of digital education pedagogy;
   - Assist subject-expert teaching staff in the development of digital materials, including conversion of existing materials to digital materials;
   - Assist staff on delivery of digital materials;
   - Assist staff on assessment of digitally-delivered materials;
   - Assist staff in the repair and maintenance of digital materials;
   - The development and maintenance of support resources;
   - Liaison with ISS, including facilitation of consultation of ISS by LUMS staff.
4. Provide support for the approvals processes relating to digital programmes.
5. To provide project-management support as required, including in collaboration with ISS.
6. To contribute to University initiatives, projects, committees, working groups, and processes, as required.
7. To contribute to external accreditation exercises and visits (currently EQUIS, AACSB, and AMBA) including the preparation of materials and data.
8. Any other duties in line with grade.