

JOB DESCRIPTION
Digital Education Co-ordinator,
Vacancy Ref: N2426

Job Title: Digital Education Coordinator	Present Grade: 5
Department/College: LUMS Digital Education Unit	
Directly responsible to: Director of Digital Education, LUMS	
Supervisory responsibility for: n/a	
<p>Other contacts:</p> <p>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</p> <p>External: Digital Education professional associations; accreditation bodies; external consultants; external providers; counterparts in other universities</p>	
<p>Background:</p> <p>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.</p> <p>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.</p> <p>The Digital Education Coordinator will support the work of the Director of Digital Education and the Digital Education Unit.</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To provide high level administrative support to the LUMS Digital Education Director and the LUMS Digital Education Unit. 2. Working closely with the Digital Education Director, to operationalise LUMS digital Education strategy and to communicate the work of the Digital Education Unit 3. To provide project management support for new initiatives and projects located within the Digital Education Unit 4. To develop expertise, knowledge and capability in relation to digital education support and administration. 5. To cascade knowledge and expertise and to induct, train and develop colleagues to ensure consistent and high level support for blended and e-programme delivery. 6. To support the development and implementation of administrative systems and processes for blended and digital delivery. 7. To provide a helpful interface between ISS, the LUMS Digital Education Unit and academic departments to ensure smooth and high level support for e-programme projects and initiatives. 8. To provide initial technical administrative and digital education support for blended and e-programme delivery. 9. To co –ordinate training and events for the Digital Education Unit. 10. To act as the main point of contact for the Digital Education Unit. 11. To work with managers to deliver on all aspects of programme administration for new online courses as they come on stream. 	

12. Any other duties in line with grade and role.