



Established in 1956 and driven by its commitment to student success, Oulton College is a leader in post-secondary education in Atlantic Canada.

We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. If you thrive in a collaborative environment and enjoy working alongside like-minded and passionate colleagues, Oulton College is the perfect place for you!

For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

### **Position Summary**

This role is responsible for the planning, implementation, and administration of LMS Software for all of Oulton's diploma and degree Programs. The incumbent will oversee the design and delivery of online education in every respect. As the Manager of Online Learning Development, you will develop standard operating procedures for online learning design with a focus on synchronous and asynchronous course development and faculty training and mentoring. You will function as an advisor, analysing and resolving problems using both technical skills and lessons from previous experience. Alongside our education program managers, you will manage projects directed at increasing Oulton's online program delivery, increasing the range and quality of online offerings at Oulton College.

**Job Type:** Full-time, Permanent

### **Key Accountabilities**

- Implements learning design strategies that establish and strengthen the College's capacity to offer online learning programs in both synchronous and asynchronous modes.
- Coordinates learning design and online course launch projects, ensuring quality; tracking and troubleshooting, and reporting on project status.
- Deploys universal learning design strategies to enhance student success online and ensuring adherence to appropriate regulatory frameworks.
- Conducts research on best practices in instructional design approaches that serve to establish and maintain the College's competitive edge in online learning delivery.
- Develops and delivers professional development projects focused on integrating technology into the classrooms of both new and experienced faculty members.

- Develops strategies and tools to evaluate the quality, success and impact of learning design strategies that are designed to maximize opportunities for student success.
- Collaborates with College staff to ensure that live events/web streaming are supported by appropriate software and hardware.
- Maintains legal framework currency and ensures compliance with regulatory standards regarding access and storage of data.

## **Key Selection Criteria**

The ideal candidate must hold:

- A college diploma or degree in related field;
- Minimum 3 years' experience with learning design projects for online delivery deploying e-learning tools in the context of a current learning management system;
- Working knowledge of contemporary multimedia and graphic material production principles and practices;
- Superior communication skills;
- A strong sense of personal initiative combined with experience managing projects;
- A flexible approach in planning workloads both independently and in a team setting;
- Capacity to manage multiple deadlines, tasks and competing priorities;
- Ability to establish and maintain rapport and effective working relationships with wide range internal and external stakeholders;
- Excellent organizational skills;
- A love of learning;
- An appreciation of the culture and enthusiasm for the success of the enterprise that is Oulton College.

## **Benefits**

- Annual salary competitive with industry trends;
- Employee health benefits (50/50 copay with employer);
- Group Retirement Savings Plan with employer contribution matching;
- Positive, energetic, growth-minded and supportive work environment;
- Many opportunities for professional development.

**To apply:** Send your resumes to [careers@oulttoncollege.com](mailto:careers@oulttoncollege.com)