Job Description

Staff Name : VAT Kam Hou
Department : CTLE
Job Title : Coordinator of Blended Learning and Technology Development
            2012NOV-2014JUN

Main Tasks and Responsibilities will include:

- Developing faculty members in blended learning development and assessment;
- Performing pedagogical, action and institutional research in blended learning;
- Advising on designing, developing, and assessing related blended learning projects
  in various programs of interest: disciplinary, general education, and
  living-and-learning (residential college);
- Conducting collegial inquiry in areas including:
  - teaching and learning with innovative pedagogies and technologies
  - learning space (virtual and physical) design, development, and
    evaluation
  - Scholarship of Teaching and Learning research in assessing for
    student learning;
- Steering investigation and selection of related educational technologies and
  software (such as Moodle, Mahara, Sakai CLE/OAE):
  - to facilitate teaching and learning online and face-to-face
  - to keep electronic evidence of teaching and learning activities
  - to develop electronic teaching portfolios for academic staff
  - to develop electronic learning portfolios for students
  - to develop electronic performance portfolios for faculty evaluation
    system;
- Initiating and managing relevant group-based project work to support collaboration
  among different organization units at the university, in any of the areas mentioned
  above;
- Any other emergent duties deemed relevant to this CTLE coordinator role.