

## **Administrator for distance learning Masters in Public Health course**

### **Recruitment**

#### **Background**

An international NGO is recruiting an administrator to support development of an eMPH over the next three years. The technical development of the virtual learning environment (VLE) platform is in Ottawa. The 2011 iteration is likely to occur by blended learning, with part of the course being covered in face to face teaching blocks. The intention is to have a fully functional eMPH running by mid 2012. See [www.ciet.org](http://www.ciet.org) for more details on the organisation.

#### **Support needed**

The eMPH administrator will be an independent contractor working from her or his own premises and internet connection. Working hours are flexible apart from weekly teleconferences. There is enough work for a full-time contract, but we would consider the right candidate on a part-time contract. The work is available immediately.

The administrator will work closely with and report to the course director for the eMPH.

The administrator will:

- Support eMPH faculty as they develop teaching materials, using the programme's content management system (CMS) to upload materials, testing materials, arranging faculty development activities, and scheduling and organising other activities. This involves drafting documents and arranging and keeping track of virtual meetings.
- Assist in running the eMPH, working with the course director. This includes:
  - Upload new and modified materials using the eMPH CMS;
  - Support students as they register and progress, submitting assignments and taking exams at the end of each module and a dissertation or professional project at the end of the fourth semester;
  - Liaise with faculty for the eMPH as they update teaching materials, receive and mark assignments and exams, and supervise student dissertations or professional projects;
  - Support faculty development activities; (Faculty are in different countries, so much communication with them will be electronic.)
  - Provide quality control for the eMPH which includes arranging and collating student evaluations of modules, and liaising with the external examiner for the eMPH;
  - Support formal accreditation or validation of the eMPH in more than one country (for example, in Mexico, in Canada and in the UK). (This requires working with the course director and other faculty to prepare and submit necessary documents.)

## Person specification

The administrator will have the following characteristics:

### *Qualifications*

First degree or equivalent, preferably in a social science related field Required

### *Skills*

Excellent spoken English and good written English Required

Ability to speak and write Spanish An advantage

Good skills in word processing and presentations software Required

Good skills in internet communications applications, such as skype and blogs Required

### *Experience*

Experience in administration related to higher education An advantage

Experience with online learning An advantage

### *General*

Self-motivated Required

Able to work to deadlines Required

Good communicator Required

Interest in supporting capacity building in developing countries Required

## Financial arrangements

The payment associated with the post will depend on the qualifications and experience of the person concerned, and the location where they will be based.

## Further information

For further information contact Candyce Hamel at [chamel@ciet.org](mailto:chamel@ciet.org) or +1 613 590 9527.