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| **The UWI Crest**  **REF# 67-100-1** **D1** THE UNIVERSITY OF THE WEST INDIESST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES **CENTRE FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)**  **DIRECTOR** Qualifications and Experience The successful candidate should possess the following:   * A doctorate in Education or a closely-related area, with a demonstrated record of management and leadership in a tertiary level Unit, Centre or Institution. * At least 7 years’ teaching experience, preferably in a higher education environment. * Considerable demonstrated experience in the design and development of blended/hybrid courses.   Affiliation with a professional development body [e.g. Staff and Educational Development Association (SEDA), POD] will be an asset. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Responsibilities  |  | | --- | | As Leader   * Articulating and advocating for the vision and mission of the CETL and taking steps towards ensuring that they are achieved; * Guiding the development of the CETL in accordance with an expressed and appropriate vision; * Leading the professional development section of the CETL to enhance the teaching skills of academic staff; * Reviewing, commenting on and providing guidance for all new courses and programmes to be offered by the Campus as part of the institution’s quality assurance system; * Devising and implementing strategies to raise the profile of teaching and learning at The UWI;   As Manager   * Supporting the introduction and adaptation of new technologies and approaches to enhance teaching and learning; * Reporting annually and as may otherwise be required on all aspects of the work of the CETL; * Making budgetary projections and managing the annual budget of the CETL;   As Trainer   * Conducting training sessions in areas that support the teaching/learning function e.g. academic advising. |   **Personal Attributes**  The CETL places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates must also:   * demonstrate knowledge of a wide range of aspects of teaching and learning; * be able to articulate a philosophy that is appropriate to current leadership of a Centre for Excellence in Teaching and Learning in a paradigm that has shifted to a student-centred approach; * be competent in specific areas of teaching e.g. curriculum design, assessment; * be skilled in the use of technology.  |  | | --- | |  |   Detailed application and full curriculum vitae should be sent to the Campus Registrar, c/o HR Division (Appointments Section), Main Administration Building, The University of the West Indies, St. Augustine, Trinidad and Tobago, W.I. via e-mail: HRApplications@sta.uwi.edu. Three (3) referees (one of whom should be from your present organization) must be indicated. Application forms may be obtained at http://www.sta.uwi.edu in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the Campus Registrar at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.** |

##### **Deadline for receipt of applications: 2021 January 31**