



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**SCHOOL OF DISTANCE EDUCATION**  
**COORDINATOR, PROGRAMMES & SITES**

**JOB SUMMARY**

The Coordinator, Programmes and Sites is responsible for coordinating the approval process for new online programming and assist in the oversight of the University's fully online programmes in conjunction with other members of the School of Distance Education (SDE) team. Additionally, the position provides support for the SDE Extension Campuses. This position requires the employee to work a 40-hour work week; however, the nature of the position may require the employee to work irregular hours. The position holder reports to the Dean of the School of Distance Education and is required to comply with established policies and procedures of the Department and University. A high level of confidentiality is required.

**SCOPE**

Planning, administering, designing, monitoring, coordinating, collaborating, communicating, evaluating, recruiting, and promoting, data collating, report writing, and implementing.

**General Functions:**

1. **Online Programme Planning and Administration.** Providing oversight and guidance for online programmes throughout the approval process, proactively monitoring its progress, resolving issues, and initiating appropriate corrective action.
2. **Quality Assurance.** Works with the Dean to ensure effective quality assurance and the overall integrity of online programmes, manages communications with all stakeholders, and reports the progress of the online programmes at regular intervals to the Dean, SDE and School Deans.

3. **Programme Outreach and Recruitment.** Works with the Dean, SDE in building the programme delivery capacity online and through extension campuses. Liaises with the relevant personnel in the SDE for design and delivery of academic programmes as part of a collaborative process.
4. **Extension Campuses.** Provides support for the operations of the extension campuses to ensure best-practice, standardization and collaboration with Main Campus and among extension campuses.

## **DUTIES AND RESPONSIBILITIES**

The following specific duties arise from the general functions:

- Reviews programme approval documentation and charts their progress through the approval process.
- Maintains the programme documentation for programmes offered online.
- Coordinates and monitors programmes offered online.
- Works with the Dean to identify, recruit, select, assign, evaluate, retain, or discontinue the services of part-time faculty for online programmes.
- Assists with the direction of the assessment operations for all online programmes.
- Maintains accurate records and provides reports on the operations of online programmes.
- Collates data and reports on the outcome of course evaluation questionnaires.
- Oversees responses to enquiries from students, external customers, and the general public about online programming.
- Works with the Dean in identifying, developing and implementing relevant projects and programmes for outreach and for workforce training and development.
- Assists in the recruitment and promotion of USC Online programmes.
- Provides oversight of extension campus course scheduling and faculty approval processes to ensure feasibility and collaboration among campuses.
- Maintains accurate data on extension campus operations and reports on same.
- Any other duties that align with the monitoring, administration, evaluation, delivery, and promotion of online and extension campus programmes.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The position requires:

- A Master's degree in Education Administration/Leadership (Curriculum, Instruction and Assessment) or related field from an accredited institution.
- At least three (3) years in a tertiary academic leadership position.
- Experience in programme coordination and review.
- Experience in scheduling and course management.
- Experience managing and working in a team.
- Experience using computer for a variety of tasks.
- Experience in financial management will be an asset.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Competency in Microsoft Suite including Word, PowerPoint, Excel and Outlook.

- Proficiency with Google Suite including Slides, Docs, Forms and Calendar.
- Ability to write academic and financial reports.
- Sound digital data and record management capacity.
- Ability to communicate effectively with all levels of management, employees, and clients.
- Ability to meet expected deadlines and schedules.

#### **OTHER REQUIREMENTS**

- Critical thinking skills
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Integrity, dependability, confidentiality, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual, and ethical values of the University

*Applications should include a Cover Letter, a detailed Curriculum Vitae, copies of educational certificates, and two (2) written recommendations, including one from current employer. Documents should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

**Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

Applications should be received no later than **June 23, 2022**.

*The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.*