

Job Posting: Online Facilitator for the Learning to Learn Online MOOC

Offered by Athabasca University

Start Date: September 11, 2022

Term: 11 September to 23 October 2022

Location: Virtual meeting space

Status: Part-time – approximately 60 hours (variable weekly hours) *pending registration numbers*

A team of Online Facilitators is required for LTLO which will be offered 11 September – 15 October 2022. Online Facilitators will work closely with the lead instructors to help facilitate the achievement of course learning objectives. Facilitators will provide dynamic, personalized “one-to-one” instructor support to learners’ inquiries and activities. The successful candidates will respond to emails from learners, facilitate / foster the development of a Community of Inquiry [CoI] via group discussion board activity, provide ongoing responses to participants and regular summaries of learner activity to the course instructors.

Skills & Qualifications:

- Currently enrolled in / recent graduate of the AU Master of Education in Open, Digital, and Distance Education or Doctor of Education in Distance Education programs.
- Excellent interpersonal and virtual communication skills.
- High level of adaptability, able to deal effectively with a demographically diverse, global group of learners with varying technical knowledge, and to effectively manage several lines of communication at a time.
- Skill and good judgment in responding to participant needs.
- An understanding of social learning theory and the CoI.
- The organizational skills necessary to work without supervision.
- Experience communicating online with non-English speaking learners is an asset.

Duties and Responsibilities

- Liaise with design and delivery group as needed prior to, during, and directly after the MOOC.
- Identify, discuss, and document key facilitation opportunities for the MOOC.
- Work approximately 2-3 hours per day to support and guide the learning experience of the MOOC participants.
- Identify and document components unique to successful MOOCs as an online delivery form.

Hours per week are approximate and may vary based upon activity in the course. The hourly wage for this position is \$18.50 - \$20.50 per hour.

Resumes must be submitted via email to Dr. M. Cleveland-Innes via email: martic@athabascau.ca not later than 15 September 2022. Candidates selected for an interview will be contacted.