

## Job Posting: Online Facilitator for Designing for Communities of Inquiry in Online Courses (DCOI)

### Offered by Athabasca University & Commonwealth of Learning

Start Date: 12 March 2023

Term: 1 March to 27 May 2023

Location: Virtual meeting space

Status: Part-time – 60 (approximately) hours (variable weekly hours)

A team of Online Facilitators is required for DCOI which will be offered 12 March – 15 April 2023. 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 activities, provide ongoing responses to participants and regular summaries of learner activity to the course instructors.

#### ***Skills and 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.
- An understanding of social learning theory and the CoI.
- Experience teaching online.
- 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.
- 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.
- Assist with marking the final assignment.

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](mailto:martic@athabascau.ca) not later than 16 January 2023. Candidates selected for an interview will be contacted.