



Education Developer

Schlegel-UW Research Institute for Aging

Posting Date: April 23, 2021

Closing Date: May 7, 2021

JOB DESCRIPTION

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| Reports to | Senior Director of Operations |
| Accountable to | RIA Team |
| Terms | 12-month contract; full time |

BACKGROUND: The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance the care and quality of life for older adults. Through collaborations with key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA consists of 15 research chairs and specialists, affiliate researchers, and staff members with a commitment to improved quality of life and care across the continuum of care.

PRIMARY PURPOSE: This role will be supporting the development, implementation and delivery of educational programs and resources designed to serve the needs of older adults, including long-term care and retirement living environments. Emphasis will be on the development of online education content (e.g., eLearning courses, mobile learning, online workshops). The position requires a self-motivated, detail-oriented, organized and dynamic individual who is able to work on more than one initiative at a time, and take on additional work as required.

KEY ACCOUNTABILITIES: The following details the key accountabilities for the role.

- 1. Develop online courses:** Co-design course storyboards, focusing on designing animation, graphics, and video. Build online courses using eLearning authoring tools and video editing, animation, and graphic design tools. Develop and test course prototypes and finished products, following quality assurance and accessibility standards.
- 2. Support curriculum development:** Support the development of training and education programs and resources (videos, case studies, webinars, handouts, etc) using adult learning principles and best practices for online learning. Support the co-design/co-creation of new online education and resources with experts, stakeholders, residents, and LTC and retirement homes and their team members that aim to enhance the quality of life for those who live and work in LTC.
- 3. Project Support:** Support the day-to-day activities of education and training initiatives, including implementation of education development, delivery, knowledge mobilization, evaluation, and

translation coordination. Support the continuing development, administration and maintenance of the Learning Management System (LMS) and its integration with other platforms.

4. **Critical Thinking and Problem Solving:** Work collaboratively with team members and external stakeholders to identify, assesses and creatively solve challenges, and continuously improve and enhance education and resources.
5. **Teamwork and collaboration:** Pro-actively and regularly communicate with supervisor and teams regarding assigned work, including communicating obstacles and challenges as they arise. Be prepared for and be an active participant in team meetings.

POSITION REQUIREMENTS:

Education: University or College degree in a relevant field or equivalent experience.

Experience and Skills:

- A minimum of 5 years of experience working with online learning environments, preferably with adult learners.
- Experience in developing education for adult learning, with a strong understanding of adult learning principles.
- Highly motivated, detail-oriented individual with the ability to multitask, prioritize, and meet tight deadlines within a high demand environment.
- Excellent interpersonal and communication skills to work effectively with in-house and remote teams, and stakeholders.
- Demonstrated knowledge of educational development tools including eLearning authoring software (e.g. Articulate), animation tools (e.g. Vyond, Adobe Animate), learning management systems (e.g., Learn Dash or other), video, audio, photo and graphic editing tools (e.g. Adobe Photoshop and Premiere Pro, Audacity).
- Experience using Microsoft and Google products, online survey platforms, webinar platforms and virtual meeting software (Google Meets, Zoom).
- Experience working with diverse stakeholders to achieve goals and tailor education content for the target audience for example, senior leaders, personal support workers, registered nurses, physicians, dietary aides, housekeepers, etc.
- Experience using a strengths-based and appreciative inquiry approach would be an asset
- Experience with shooting instructional videos would be an asset.
- Fluent in English. Fluency in French an asset but not required.
- Interest and passion for enhancing quality of life and care for older adults and team members working in senior living.
- Eligible to obtain a police background/criminal record check.

SCOPE OF WORK:

- **Interpersonal Skills:** Internally communicates with project team members to efficiently complete activities; professionally represents the RIA in all interactions and communications.
- **Level of Responsibility:** Responsible for supporting the effective completion of project activities and events, as assigned.
- **Physical and Sensory Demands:** Minimal physical demands typical of an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Office is located in a comfortable indoor area. The work is varied and project assignments may change frequently. Work will involve regular interaction with RIA team members and occasional interaction with external partners and the general public. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel may be required.

HOW TO APPLY:

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

RIA invites applications (cover letter and resume) by May 7, 2021. Please submit your application in one document by email to Audra Thompson-Haile, Director of Strategic Projects, audra.thompson-haile@uwaterloo.ca.