University of Brighton

Job description

Department: Information Services

Job title: Student Learning Technologies Ambassador

Contract: Fixed-term 9 months (October 2016 to June 2017)

Grade: 2

Hours: 12 hours per month (October to June, 9 months in total) with additional hours when appropriate; term time only

In collaboration with: Teaching and Technical Staff in the school to which they're assigned, Information Services staff.

The eLearning team are part of the customer services section of Information services and their role is to work with schools in their research, development and implementation of technologies within their teaching and research. Initially the eLearning team are seeking to appoint 18 Student Learning Technologies Ambassadors, to work alongside the Learning Technologies Advisers, to support the use of learning technologies in the classroom.

The appointed students will need to be confident in the use of technologies and be motivated to learn more about the application of technologies in teaching. They will need to be sensitive to the needs of academic staff, be reliable and maintain good time keeping.

The work will be carried out from October 2016 until June 2017; although there will be an additional day of paid training that will happen before the start of the 2016/17 academic year to prepare for this.

Main Areas of Responsibility:

1. To support academic staff and their students in their use of learning technologies in the classroom.
2. To work with the eLearning team on classroom technology pilots.
3. To provide support for events and conferences organised by the eLearning team

Specific Duties:

1. To support academic staff and their students in their use of learning technologies in the classroom.
    1.1. To work with their site Learning Technologies Adviser to develop an appropriate system to enable academic staff to book their time in the classroom
    1.2. To provide technology support in classrooms where staff request their support or where staff are participating in a pilot of new technology
    1.3. To feedback to appropriate staff regarding the classroom technology they encounter.

1.4. To undertake training in order to ensure their own learning technology skills are current and comply with University policy and guidance.

2. To work with the eLearning team on classroom technology pilots.
   2.1. To work with the Learning Technologies Adviser on implementing and supporting pilots.
   2.2. To work with the site Learning Technologist to devise appropriate methods of gathering and analysing participate feedback during the piloting of new Learning Technologies.
   2.3. To help the site learning technologies adviser(s), site technical services team and the media services team to develop case studies to evidence the work of successful pilots.

3. To provide support for events and conferences.
   3.1. To help delegates with their own technologies to ensure their full participation during events or conferences, e.g. connecting to wifi and sign posting delegates.
   3.2. To publicise and promote events and conferences through university channels and social media platforms as appropriate.
   3.3. To co present alongside the eLearning Team to promote the work of the team at events and workshops run internally
   3.4. To visually record workshops, pilots and events involving the eLearning team and to incorporate that material in social media promotions.

Selection Criteria: The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and the evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

Essential:

Experience:
- Be a current student at the University of Brighton
- To be willing to undertake any training required, relating to the role for which reasonable expenses will be available

Knowledge:
- To be familiar with classroom technologies and how they are used in supporting learning & teaching
- To be familiar with PC and Apple hardware, operating systems and applications
- To be familiar with trouble shooting basic network issues e.g. connecting multiple devices to the university WIFI network
- Familiar with using tablets (e.g. iPads) & smart phone (e.g. iPhones)
- Good understanding of Microsoft Office packages, specifically Word, Excel and PowerPoint
- Good understanding of manipulating digital images for use on the web and in print.
- Confident use of the Internet for finding and retrieving information
- To be familiar with the use of social networking platforms such as blogs.brighton, Facebook and Twitter

Communication: excellent communication and interpersonal skills and ability to relate to staff and students, both orally and in writing, as suitable to the situation.

Sensitivity: listens well and considers others' needs and perspectives

Teamwork: co-operative, helpful; respects ideas and expertise of others; appreciates own strengths and weaknesses. Organisation: works systematically; uses time efficiently

Desirable:

Experience of explaining the use of technology
Able to produce statistics and graphs from feedback data
Awareness of health and safety issues
Understanding of equal opportunities
Understanding of web content creation

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general