



**DATE ISSUED:** 09/15  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Teaching, Learning & Academic Excellence

### **JOB SUMMARY**

The Coordinator of Teaching, Learning & Academic Excellence leads and supports individual and team consultations to TWU faculty members and administrators on issues related to teaching and learning, scholarships, assessment and other issues important for a high quality educational experience at TWU. The position will promote high levels of creativity, critical thinking and scholarly analysis at all levels of the university. The Coordinator plans, develops, and delivers professional development sessions focused on teaching and learning, enhanced scholarship, and the pedagogically sound integration of educational technology. Work is performed under administrative guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Executive Director for Center for Faculty Excellence

*Supervises:* May supervise Student Assistants, clerical staff

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Works with faculty at individual, program, department levels to advise and consult on best educational and scholarly practices as well as educational leadership strategies.
- Recommends educational best practices, instructional resources, and technologies to support teaching, learning, and scholarship.
- Offers continuing professional development on teaching, scholarship, and leadership practices.
- Trains new and existing faculty in the adoption of new approaches to enhance teaching and learning.
- Performs outreach to new and continuing faculty as well as graduate assistants.
- Consults and assists with the development of new courses and the revision of existing courses as needed.

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- Creatively designs and administers special projects as directed.
- Presents on topics related to teaching, learning, and academic excellence in the higher education environment at state, regional, or national meetings.
- Organizes, supports and attends special events sponsored by CFE.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Master's degree in educational leadership, instructional technology, information sciences, curriculum design or a related field required. Doctoral degree preferred.

### **EXPERIENCE**

Four years experience in instructional design and teaching at the post-secondary/HE level, preferably in a faculty role. Applied knowledge of adult learning theories, evaluation and assessment methods. Deep understanding of the current landscape and trends in innovative technologies and learning methodologies in higher education. Excellent presentation skills and an ability to enthuse and motivate people. Experience with graphic arts, video production, and development of web-based interactivity as well as social and mobile technologies preferred. Certificate in Online Instruction or appropriate coursework preferred. Certificate as peer reviewer for Quality Matters preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.
- Ability to handle multiple and simultaneous tasks.
- Ability to deal well with ambiguity and fast-paced change.
- Ability to work effectively with a variety of groups.
- Ability to work effectively with an understanding of organizational policies and activities.
- Ability to interpret statistical analysis with attention to detail.
- Ability to deliver a positive customer service experience.

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- Knowledge of advanced skills in the use of technology applications; presentation and authoring software, audio/video editing, mobile apps and devices, CMS/LMS, etc.
- Ability to establish and maintain effective work relationships both internally and with external stakeholders.
- Ability to organize work effectively, conceptualize and prioritize objective and exercise independent judgment based on an understanding of organized policies and activities.
- Ability to communicate effectively, orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***