



Solomon Islands National University

Job Description

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| Title | Western Province Study Centre Coordinator |
| Incumbent Name | |
| School/Division | Centre for Distance Flexible Learning |
| Grade/Band | Band 3.1 |
| Category | LEARNER & CENTRE SUPPORT |
| Reporting position | Manager |
| Direct Reports | |

Summary of Duties

1. This position is responsible for organizing and/or training identified tutors and stakeholders at the Provincial Level;
2. Promotion and marketing of CDFL and programs of the SINU that are offered by the distance mode in close consultation with the PMC Officer;
3. Work in collaboration with Education Authority Partners within the Province;
4. Manages the affairs of the Study Center;
5. To ensure that the right and appropriate support is provided in the centres throughout the country;
6. To ensure that study materials (for online and blended mode) are available for students' academic calendar starts;
7. Provide field-based support.

Main Duties and Responsibilities

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| Key tasks | <ol style="list-style-type: none"> 1. The design and manage the provincial support (online & blended) appropriate and contextual for the province and liaise with the main campus for implementation; 2. Provide updates and advice on the possible solutions to issues identified at the provincial level; 3. Provide training to students and stakeholders; 4. Manages and Coordinate computer lab considering the host and DFL students; 5. Responsible for coordinating provincial sub-centres of DFL; 6. Responsible for registration and enrolment of provincial students and submitting updates 2 weeks after registration closes; |
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7. Give feedback to Learning Management System Officer to ensure that required learner support technical infrastructure and academic support are provided promptly;
8. Prepare and submit semester report to the Learner & Center Support Coordinator;
9. Manages SINU DFL Provincial Center and staff working at the Center and sub-centres in the province;
10. Carry out awareness talk to schools about services and programs offered via the distance education mode;
11. Promote and market services and programs offered via the distance education mode;
12. Provide application and enrolment pack at the Center;
13. Coordinate placement of Diplomas in Primary Teaching Trainees with Education Authorities in the Province;
14. Involve in Teaching Experience supervision when required by the University;
15. Manages SINU DFL Provincial student's data and records;
16. Prepare a report for SINU DFL Coordinators Annual Conference;
17. Plan and design residential and yearly programs well ahead and distribute details to students and stakeholders;
18. Carry out continuous surveys on specific DFL services in the province (students, tutors, stakeholders)
19. Responsible for research issues relating to learner support systems and market surveys;
20. Responsible for the progressive reports on the activities in the provincial centre and making sure that continuous update is provided to the Learner & Center Support Coordinator and the DFL Manager for reporting to the SMC and Executive Management;
21. Promote networks and links with other players in the Province;
22. Update and manages:
 - Student contacts, communication and pastoral care
 - Monitoring student activities and determining their status
 - Residential arrangements and management

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| Dimensions | <ul style="list-style-type: none"> • Coordination and management of assessment arrangements, including exam/test logistics • Training provisions for partners and stakeholders <p>23. Assist in the administration and management of the DFL operation, planning, monitoring and evaluation at the Provincial Level;</p> |
| | <p>Business planning, reporting and management</p> <ul style="list-style-type: none"> • Responsible for the preparation of the annual Center plan • Responsible for the planning of the establishment of field-based support in the province • Assisting the Manager in the establishment of partnerships in the province • Appraisal of the temporary and permanent staff of the Center. <p>Quality Assurance and customer satisfaction</p> <ul style="list-style-type: none"> • Responsible for all quality assurance of the various supports provided • Responsible for all quality assurance of the centre operations • Ensure customer satisfaction in the supports the university and the centre are providing for learners and tutors in the study centres • Evaluation of tutor engagement <p>Initiative</p> <ul style="list-style-type: none"> • To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time. • Must be a self-starter • Must be an achiever • Good planner |
| Measures of Effectiveness | <ul style="list-style-type: none"> • Be able to provide a report of the supports in termly, trimester, bi-annually and annually |
| Qualifications required | <ul style="list-style-type: none"> • Bachelor’s Degree in Education |
| Experience | <p>Essential:</p> <ul style="list-style-type: none"> • The position requires a person with extensive experience in distance education, student support services and systems in online and blended delivery and very good knowledge of Online Learning Management Systems • Understanding of, and experience in learner support system • Management of a school system <p>Desirable:</p> <ul style="list-style-type: none"> • Be on time for work • Efficiency; • Honest and reliable; • Can work after hours and during weekends when required; • Strong PC skills and expertise in MS Office applications; • Willing to learn; |

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| SKILLS | <ul style="list-style-type: none"> • High attention to detail; • Ability to prioritize, schedule and meet deadlines; • Work both independently and within a team; • Ability to work effectively in a fast-paced, dynamic team; |
| | <p>Must have:</p> <ul style="list-style-type: none"> • Good management skills • Can work after hours and during weekends when required • Strong PC skills and expertise in MS Office applications • Understand and can communicate concepts quickly and accurately • Willing to learn • Strong writing, editing and proof-reading skills • High attention to detail • Ability to prioritize, schedule and meet deadlines • Work both independently and within a team • Ability to work effectively in a fast-paced, dynamic team • 5-7 years related experience (in higher education) or training preferably in the ODL mode • Creative problem-solving ability • Have taught in a secondary or higher education institution • Service orientation • Project Management skills |
| Most frequent Contacts | Provincial Education Authority, Church Education Authority, Provincial Officials, Students, Learner & Center Support Coordinator, DFL Manager |
| Document History | |
| Approval Date/ Date of Classification | |
| Review Date | |
| Revision History | |

Signatures

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| Employee | |
| Manager | |
| HRM | |