



Academic Developer

StFX Centre for Online Learning & Professional Studies

Professional Staff Group

Regular Part-Time (22.5 hours/week)

Classification: Band D

Hourly Rate: \$27.29-\$33.34

Overview

St. Francis Xavier University is a top-ranking Canadian university seeking an Academic Developer to join our team. Reporting to the Manager, Undergraduate & Open Learning, Online Learning & Professional Studies, this position is responsible for the development, implementation, and teaching and learning support of programs and courses including (but not limited to) online undergraduate courses, as assigned by manager, in all 4 terms (Fall, Winter, Spring & Summer) and open learning courses, as assigned by manager.

The position will work closely with support staff, instructors, course writers, and colleagues in StFX Online and other university departments to provide a first-class learning experience for participants. Contributes forward-thinking ideas and principles to expand and enhance the department's overall function and performance.

Key Responsibilities

- Work with instructors to implement best practices in teaching & learning
- Assist instructors with updates of courses / programs as needed
- Liaise with / for instructors and students, assisting with development of program policies
- Conduct periodic review of online courses to ensure best practices in teaching and learning are met
- Assist in the development, review, editing and implementation of new programs/courses based on trends and student needs
- Assist with development as part of a team to oversee growth of new courses
- Evaluate and manage assigned programming including evolving needs and compliance with StFX policies to ensure continuous improvement
- Assist with the scheduling and delivery of online undergraduate courses offered in Fall/Winter, Spring and Summer sessions
- Conduct periodic review of program procedures to ensure efficiency

Qualifications

- An undergraduate degree or equivalent education, skills, and experience
- Minimum of 3 years related experience with progressive responsibilities and accountabilities combined with proven leadership experience and ability. Experience in a post-secondary institution is preferable
- Demonstrated ability to establish and maintain cooperative and effective working relationships in a team environment
- Superb customer service skills coupled with superior oral and written communications skills
- Excellent planning, time-management, organizational and administrative skills
- Data analysis capabilities and experience with MS Office and, specifically, MS Excel are required
- Knowledge of student information systems. Specific experience with BANNER an asset

- Demonstrated experience and ability working in a time sensitive and high-volume environment with changing and conflicting priorities and frequent interruptions

Application Instructions

Applications will be received **until 5 pm AST on July 4, 2023**. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About StFX Online

The StFX Centre for Online Learning & Professional Studies provides degree, non-degree, and non-credit learning opportunities for persons who wish to study on a part-time basis.

About StFX

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.