



SEARCH

Curriculum & Evaluation Consultant

Educational Technology Support

Open date: October 5, 2022

Application close date:
October 18, 2022 11:59 pm PT



The Educational Technology Support unit within UBC's Faculty of Education, one of the world's leading faculties of its kind, invites applications for the position of Curriculum and Evaluation Consultant.

The Curriculum and Evaluation Consultant provides academic, curricular and instructional designing services, and leadership in the implementation, analysis, and dissemination of evaluation for academic or non-academic learning initiatives in the Faculty of Education. The position works to build innovative and effective strategies in support of evaluating learning and teaching initiatives, new tools and technologies. It works in close collaboration with faculty and may manage Graduate Academic Assistants (GAAs).

The Educational Technology Support (ETS) unit offers educational services to advance scholarly and innovative approaches to teaching, learning, curriculum and educational technology practices. The Curriculum and Evaluation Consultant reports to the Director, Learning Design. The selected candidate will work closely and collaboratively with academic and administrative units throughout Faculty of Education, with the faculty and staff members, sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus.

Work Performed

- Responsible for the planning, development, and assessment of effectiveness of course design on the success of educational programs in a large program area, such as Diploma, Certificate, Master or PhD Degree cohorts of special projects;
- Conducts needs assessments and develops corresponding strategies for improvement or modification of the programs design, ensuring alignment of the unit services, and Faculty of Education, and UBC strategic goals;
- Conducts instructional design research and analyses and provides curriculum and course design consultation, research and analysis;
- Ensures evaluation services meet requirements through implementation of partners' needs;

- Initiates research projects related to the design and efficacy of blended and distributed learning materials and methods within the various programs supported;
- Takes a leadership role in curriculum and evaluation processes, liaises with faculty representatives, and participates in strategic decision-making regarding evaluation of programs and initiatives and the use of learning analytics;
- In consultation with academic project leads, designs and implements evaluation plans for teaching and learning projects, providing guidance and recommendations for re-designs of existing programs to better meet educational goals;
- Provides curriculum and evaluation consultations for grant projects with Edith Lando Virtual Centre and recommendation of strategies;
- Collaborates with other Faculties at UBC or other universities in the development of pedagogical and assessment tools for the design and delivery of educational programs;
- Identifies interrelations and synergies in evaluation activities across projects and develops tools and processes to synthesize evaluation and research outcomes to inform department, faculty and unit decision making;
- Prepares summary reports, and makes long-range recommendations for research and evaluation related software;
- Responsible for developing evaluation frameworks and strategies, documenting processes, standards and best practices;
- Curates and manages repositories of evaluation and research tools, materials and outputs;
- Responsible for evaluation and budget of special grant projects and may assist in developing marketing plans for those program areas;
- In collaboration with the Director, Learning Design, recruits required specialists and experts for grant projects and programs. Provides direction and evaluation of their work;
- Regularly evaluates quality of unit's services and provides recommendations for continuous improvement of processes;
- Using evidence-informed approach, designs and implements impact evaluation activities for ETS' services;
- Develops policies, systems and organizational practices;
- Consults with internal and external partners;
- Completes work in compliance with university policies, best practices and ethics regulations;
- Disseminates work at local, national and international conferences and collaborates with faculty and colleagues on publications. May represent ETS interests by serving on UBC committees or provincial, national and international organizations;
- Performs other related duties as requested.

Minimum Qualifications

Master's degree in Education. Minimum of six years of related experience, or the equivalent combination of education and experience.

Preferred Qualifications

PhD preferred. Experience working in a post-secondary institution with an understanding of the academic University environment and of UBC policies and procedures. Proven team and project management skills with ability to prioritize and work effectively under pressure with fast changing priorities, uncertainty or ambiguity. Deep understanding of evaluation and research design, models, methods and methodologies utilized in Higher Education and learning analytics. Knowledge of both qualitative and quantitative approaches to evaluation and research.

Strong oral and written communication skills. Excellent interpersonal skills and ability to address difficult situations with diplomacy, tact, patience and discretion. Ability to guide parties with differing opinions to consensus. Exercises initiative and sound judgment in making decisions. Ability to reflect, focus beyond individual project needs, and update course of action as necessary.

Ability to coordinate a number of projects concurrently with a high degree to accuracy and attention to detail. Ability to take initiative and to work with limited direction, both independently and in a team environment. Effective testing, problem solving, troubleshooting, planning, and organizational and analytical skills.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the British Columbia Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority.

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