

Job title E-Learning Assistant, E-Learning Solutions Activities & Programmes

Grade: GS4

Duty Station: Malmö, Sweden

1. Organizational setting

The World Maritime University (WMU) is a postgraduate and research university established in 1983 by the International Maritime Organization, the maritime agency of the United Nations. WMU offers M.Sc. and Ph.D. programs, postgraduate diplomas, and Professional Development Courses with the highest standards in maritime and oceans education and training. WMU also has a highly respected research programme supported by specialized research groups across the maritime and ocean fields.

The World Maritime University is seeking a positive, productive, adaptable and responsible administrative candidate to join the University as an E-learning Assistant, E-Learning Solutions Activities & Programmes.

2. Main purpose

Under the overall supervision of the Vice President (International)/Director of Executive Education and Professional Development of WMU, the post-holder is expected to provide e-learning related technical and operational support for the activities of the University's e-learning solutions activities and programs (Including China-based MSc. and LLM distance learning programs, Postgraduate Diplomas (PgDips) programs, Executive & Professional Development Courses (EPDCs), and E-learning Solutions programs). The post-holder is expected to provide a wide range of technical and operational, support to the VP/Director, required liaison services between various stake-holders and assist in keeping WMU positioned as an academic institution of excellence and help advance the institution and its reputation.

3. Duties, responsibilities

Specific duties for the E-learning Assistant include the functions indicated below:

- Provide technical expertise in developing e-learning activities and resources, including e-lessons, based on distance-learning and blended-learning educational approaches;

- Maintain and administer the University's e-learning infrastructure and Learning Management Systems (LMS) and their related functions, including technical liaison with hosting and maintenance service provider;
- Provide technical support in the front-page development of the LMS;
- Collect, compile, filter label the data from the e-learning programs and LMS for analysis and reporting;
- Provide technical and operational assistance to the animation development of e-learning programs;
- Film, and pre- and post-produce recorded and streamed lectures;
- Operate, configure, and develop e-learning studio, including filming, audio, lightning equipment, and post-production software;
- Provide general administrative and logistic support to relevant faculty and staff with the operational planning, development and implementation of e-learning (distance-learning and blended-learning) programs; including bundling of learning activities and resources, developing scripts for lectures, and testing of produced materials;
- Provide operational support to the China-based MSc. programs and liaise with local offices;
- Assist relevant managers, committees and other staff and university-assigned external partners to ensure that the e-learning framework is capable of meeting the goals set forth by the University;
- Keep records of e-learning exams and assignments for External Examiners;
- Provide support to student examination papers/assignments, assessments and textbooks to the students in an e-learning framework;
- Ensure updated e-learning documentation are stored in the faculty's archives;
- Assist in undertaking secretarial and administrative tasks related to the e-learning program;
- Perform other duties as needed.

4. Minimum requirements – education, experience and language skills

Education

Essential

- The successful candidate will have a high school diploma or equivalent.

Desirable

- Have a post-high school technical education in a related field, a university degree (BA/BSc) would be desirable.

Experience

Essential

- Have a minimum of three years of experience in administrative tasks (desirable in higher education academic environments).

Desirable

- Have professional experience and education in e-learning development, including video production.

Languages

Essential

- Fluency in spoken and written English.

Desirable

- Knowledge of another UN language would be an advantage.

Desirable Qualifications, Competencies and Professional Experience

- Have experience in educational and technical development of E-Learning and Learning Management Systems (desirable in higher education academic environments);
- Have data handling and learning analytics experiences;

- Be able to work in an international environment with English as the primary language;
- Have excellent oral and written communication and interpersonal skills;
- Be pro-active and have the ability to work effectively and accurately with little guidance and supervision;
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Have effective communication skills in an international and multi-cultural academic environment;
- Demonstrate flexibility, motivation, enthusiasm and tact;
- Strong computer skills.

Desirable knowledge and experience

- Be familiar with front page development technologies including HTML, CSS and Javascripts;
- Be familiar with video animation development programs.

5. Terms and Conditions

Application

The application has to be submitted in English. Applicants **must** fill in the Personal History Form, which can be found <https://www.wmu.se/docs/personal-history-form>, provide a letter of interest, and the contact information of three referees to Marco Batista, Head of Human Resources (mb@wmu.se). Candidates will be contacted if they are short-listed.

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited. The employment contract offered is in accordance with the United Nations International Civil Service Commission (ICSC) standards for General Service staff in Sweden. The salary is exempt from Swedish taxation.

Deadline for Applications: 31 March 2023.