**JOB DESCRIPTION**

The Job Description summarises the purpose of the job and lists its key tasks.

|  |  |
| --- | --- |
| **Job Title:** Student Learning Technologist  | **Job ref no:**  |
| **Grade:** Casual staff | **Department:** Learning and Wellbeing |
| **Accountable to:** Learning Technologists (LT) in the *Digital Learning (DGL)* team. DGL is part of *RVC Learning and Wellbeing*. | **Responsible for:** Supporting learning technologies |

|  |
| --- |
| **Job summary:**A Student Learning Technologist:* coordinates feedback and input on the use of learning technology from their own study cohort
* supports the Digital Learning (DGL) team in providing effective services
* tracks new developments technology
* makes suggestions for improvement in a constructive way.

Being an SLT is a development opportunity that helps you to develop your experience and demonstrate your employability skills. A degree of flexibility is needed in the role (i.e. you may be required to perform work not specifically referred to below, such as writing a short report on your activities). If you are selected to join the Student Learning Technology (SLT) team, you will be employed part-time by RVC and paid as ‘casual’ staff.  |

|  |
| --- |
| **Competency: Learn how certain technologies are used at RVC****Key tasks:*** Attend training on selected learning technologies, guided by LT.
* Be resourceful by investigating how learning technologies works for staff/students.
* Propose improvements to DGL.
 |
| **Competency: Ensure that the technology provided captures lectures effectively (in your lectures)****Key tasks:** * Check settings in the room and ensure that lecture recordings start.
* Report technology failures to DGL promptly and accurately so they can be resolved.
 |
| **Competency: Assess new technologies/methods under the direction of the LT (if required)****Key tasks:** * Test new ways of using technology for learning, guided by DGL.
* Assess the impact on students/staff by asking them (e.g. 1-to-1 or in a focus group).
* Write short reports with findings and recommendations.
 |

|  |
| --- |
| **Competency: Share good practice on using learning technologies and online resources** **Key tasks:** * Inform students and staff of learning technology developments at RVC.
* Demonstrate how to use a technology, helping others to become self-sufficient.
 |
| **Competency: Provide information, encouragement and support** **Key tasks:** * Be resourceful by seeking out and sharing information/good practice.
* Develop your own knowledge and skills (to help in your studies, in the workplace and in this role).
* Work with people effectively, i.e. students in your cohort, your lecturers and the DGL team.
* Communicate information in a straightforward accurate way.
* Work with tutors and teaching staff to improve and enhance resources particularly around accessibility
 |
| **Competency: Get things done and achieve results****Key tasks:** * Work in a structured organised way, managing your time effectively.
* Be transparent about the work that you do and the issues that arise.
* Ask the LT if anything is unclear or you would like guidance.
 |

**PERSON SPECIFICATION**

This describes what is needed to do the job. You do not need the Desirable requirements, but need to show that you meet the Essential requirements.

|  |  |  |
| --- | --- | --- |
| **Competency** | **Essential requirements** | **Desirable requirements** |
| Using technology | Comfortable using technology, using the features available and a willingness to try new tools and approaches. | Proficiency in using learning technologies and media (e.g. video, audio, graphics files yourself or with other users). |
| Communication | Good communication skills such as: working collaboratively with others, providing accurate succinct information and explaining things in a straightforward way. | Experience of liaising with students, teachers, tutors or other professionals on their use of technology. |
| Service delivery | Experience of helping others to understand technology and the ability to maintain positive collaborative relationships. | Experience of teaching or training other people and/or introducing new ways of studying or working. |
| Analysis | Ability to understand the features and potential benefits of technology for learning at RVC. | Experience in using or choosing various technologies for learning or teaching. |
| Organisation | Ability to manage your own time effectively and fit your SLT work around study commitments. | Experience of working as part of a team and improving service through your own efforts. |
| Initiative | Raising issues promptly and maintaining a focus on the most important issues. | Experience in managing your priorities according to business priorities. |

**YOUR DEVELOPMENT**

You can expect to develop your confidence and skills by working as a Student Learning Technologist at RVC.

If appointed, we will ask you to assess your own skills at the start and will give you feedback using the measures below to help your you develop in the role.

