



OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

Course Development Opportunities

Open Learning and Educational Support (OpenEd) is recruiting course developers who can support the development of several new online courses in the [Horticulture Studies](#) program. We are seeking candidates with subject matter expertise in their respective field(s), an ability to write online course content, and a demonstrated commitment to teaching and online learning.

Horticulture Studies is a non-degree continuing education program that offers 34 courses in five certificates and two diplomas. All courses are 12 weeks in length, delivered completely online through the University of Guelph's learning management system (Daylight by D2L), and follow the university semester system with courses beginning in May, September and January. The courses are fully facilitated by an instructor and all students begin and end the course together.

Position Description

Course developers at the University of Guelph work in a team environment with an instructional designer, program developer and multimedia specialist to develop curriculum, write content and create multimedia.

Description of Courses

We are seeking candidates to develop the following new courses:

- Computer Assisted Drafting
- Weed Management
- Nursery Production

Responsibilities

- Participate in planning meetings to establish project timelines and design considerations (learner profile, textbooks, course description, course outcomes, program outcomes, instructional materials and assessments)
- Design, develop, and write new course content (lessons, readings, activities, assessments, etc.)
- Propose and design learning activities that reinforce key skills and allow students to apply their knowledge and practice
- Select appropriate course readings from a variety of academic, open, and published sources for the online student course reserves
- Identify multimedia components and work with the media and copyright coordinators to incorporate media into the course

- Participate in the quality review and revision processes with the distance learning program development specialist

Qualifications

- A university degree from an accredited institution with expertise in the subject area related to one of the courses listed above
- At least three years of industry experience related to one or more of the courses listed above—you are knowledgeable of current resources and research in the subject area
- Exceptional written communication skills—you can communicate effectively with students and are competent at using communication tools such as email, Skype and web-conferencing
- Experience as a student in an online learning environment—you have firsthand experience as a student in an online course
- A commitment to meeting timelines—you balance competing priorities for your time and ensure they do not interfere with developing the course content
- Teaching experience or a diploma/degree in adult education with skills in curriculum development is a definite asset—you show a dedication to teaching and learning and you are committed to delivering courses online
- A level of confidence with computer technology and the ability to master a learning management system—you have the ability and desire to learn the software required to successfully develop an online course
- Access to the internet, personal computer, basic audio/video equipment and software to participate in the work involved in this position—you have the equipment to participate in the development of an online course

Location

Course development work can be completed remotely if you are available to attend regular meetings during normal business hours (Monday to Friday, between 9 a.m. and 5 p.m. EDT).

To Apply

If you are interested in this opportunity, please respond by sending a resume/CV with a cover letter that outlines your education and experience, how you meet the stated qualifications, and why you want to teach in this online continuing education course.

Submit your application as one file in Word or PDF format via [email to Jennifer Grochocinski](#), manager, program development.

We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.

Continuing Education at OpenEd

[Continuing Education at OpenEd](#) provides innovative, high-quality professional development programs that reflect the unique teaching expertise and research strengths of the University of Guelph. We offer over 100 courses delivered to students in 26 countries, creating a network of learners who bring a rich, diverse cultural experience to our courses and programs.