

ID 1116TR

Business Title Course Delivery Manager

Unit Training

Sub-Unit -----

Location UAE – Abu Dhabi

Job Function General Administration

Time Status Contractor

Department Training Management Programs

Salary Grade 038

Duties & Responsibilities The Training Management Program is Hart Global Management Group’s vision of education re-imagined for the digital age. Our mission is simple: to create learning experiences that brings education to life. While product development is ongoing, we have three unique initial offerings:

1. In-Person fundamentals
2. A series of unique online learning programs
3. One-of-a-kind virtual classroom that allows participants worldwide to interact real-time with one another and a faculty member much as they would in the classrooms.

HGMG is dedicated to delivering high quality education through these innovative concepts, is in a period of rapid growth and expansion. Benefit from our culture of learning and exposure to our partners and Universities affiliates, while enjoying the fast-paced and high-energy start-up environment. We are actively recruiting talented, creative people with a passion for technology, training and education to join our team.

Responsibilities

As part of the HGMG Course Development team, the Course Delivery Managers deliver novel learning experiences, with particular attention our product line. This role will be primarily focused on facilitating the student learning experience through activities such as course intervention, grading, and related content development. Responsibilities Include:

Student Assessment & Grading

- Work closely with team members and independently to develop and maintain multiple assessments: pre-course diagnostics, practice questions, quizzes, and exams. Write questions and answers and, when required, direct the work of other contributors.
- Evaluate student participation in the course.
- Develop grading rubrics and systematize evaluation processes, evaluate the work of and coach other assessors in addition to working directly on evaluation.

Course Content Revision

- Articulate priorities for the ongoing refinement and enhancement of course content by studying student activity, feedback and make written recommendations to management.
- Collaborate with team member to research and identify questions for study and design experiments that can be pursued to inform future course development.
- Inform the long term planning and resourcing for continued course development.

Course Delivery

- Facilitate and monitor course participation and progress. Identify instances where intervention in learners' peer discussion would be helpful, conduct intervention or highlight for further review by course team.
- Provide support for content-specific inquiries from current students.
- Aid the platform development team in troubleshooting issues at the intersection of course content and technology.

Content Development

- In close collaboration with the larger course development teams, the Course Delivery Manager may participate in Content Development activities in addition to the assessment related work mentioned above.

As some the courses require revision, this role may collaborate on content development.

- Enter and maintain course content as needed
- Work closely with Course Managers on planning.
- Other duties, as necessary.

Basic Qualifications

- A Bachelor's degree is required. (Or equivalent combination of education and experience)
- Elementary to intermediate coursework involving theory and application or similar is required.
- 5-10 years prior teaching or research experience that demonstrates a capability to identify priorities, balance competing demands, and manage to deadlines.

Additional Qualifications

- A passion for teaching and learning.
- Creativity and the ability to communicate clearly are essential to success in this role.

Additional Information

Cover Letter is Required

Passport Copy Required

Copies of University Degrees and/or certificates Required

Please submit supporting documents to contact@hartglobalmanagement.com.

Note: This position is contractual appointment only and each contractor will be on a W2.