

JOB DESCRIPTION

- REFERENCE NUMBER:** AP1160
- JOB TITLE:** Engineering Module Coordinator and Lecturer –
Mechatronic Engineering - Fixed Term (1 Year)
- LOCATION:** Cape Town, Durbanville Campus
- BACKGROUND TO POSITION:** **STADIO** is a multi-campus Higher Education Institution with a growing national footprint and a network of student support centres across South Africa and Namibia. Committed to widening access to quality higher education, STADIO places a strong emphasis on equipping graduates with accredited, industry-recognised qualifications that prepare them for meaningful careers. The institution offers a diverse range of undergraduate and postgraduate programmes, delivered through both contact and distance learning modalities, to meet the evolving needs of students and the demands of a dynamic world of work.
- STADIO** is a comprehensive private higher education institution, consisting of the following academic schools:
- Administration and Management
 - Architecture and Engineering
 - Commerce
 - Education
 - Fashion
 - Humanities
 - Information Technology
 - Law
 - Media and Design
 - Policing and Law Enforcement
- KEY PERFORMANCE AREAS:** **Module Coordinator**
- Oversee and manage the development or review of study guides (complete or wrap-around).
 - Seek feedback from all stakeholders and keep a record of required changes to study guides in anticipation of the review cycle.
 - Monitor the appropriateness of the prescribed textbook and editions.
 - Ensure continued alignment between the study guide and the textbook, where applicable.
 - Update study guides to cater for new textbook editions/ link updates.

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- Draft all formal assessments for allocated modules.
- Consider internal and external pre-moderation feedback and implement changes as required
- Conduct internal pre-moderation for modules in field of expertise.
- Conduct annual meetings with all campus lecturers to discuss the assessment strategy.
- Identify, approach and appoint suitably qualified internal and external moderators.
- Brief markers and moderators, and provide content support during the marking process.
- Mark a prescribed minimum number of assessments (+- 3) to fine tune marking guideline/memorandum.
- Consider moderators' reports and decide on appropriate action, in consultation with campus lecturers and HOS.
- Conduct post-assessment meetings with all campus lecturers to reflect on the success/concerns with assessments.
- Consider and analyse cross-campus success rates where relevant.
- Sign off on assessment results.
- Actively participate in the investigation/management of Red/Fire module status.
- Plan and design coherent learning journeys for students on allocated modules.
- Draft class activity schedules for the semester/year.
- Map and draft learning activities based on module outcomes.
- Use an appropriate blend of activities and settings, considering the module outcomes, notional hours and learning mode.
- Address diverse student needs by incorporating inclusive and adaptive learning strategies.
- Actively collaborate with campus lecturers to continuously enhance the learning journey.
- Design and draft materials needed for the course environment (announcements, etc.).
- Populate and maintain the Canvas Blueprint course environment for modules owned.
- Develop and deliver at least two lectures per module per semester for CL students, online live
- Deliver guest lectures in the field of expertise on STADIO modules as appropriate.

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- Conduct research in the field of expertise and/or learning design in the field of expertise.
- Attend both internal and external training sessions, workshops, and conferences to enhance skills in module design and assessment.
- Stay informed about emerging trends in higher education and instructional methodologies. Engage with industry, professional networks and associations to enhance collaboration and knowledge sharing.

Lecturer

- Plan, prepare for and deliver lectures in-venue and online.
- Engage with and provide feedback to coordinating lecturers and programme coordinators to improve teaching and learning.
- Participate in programme review initiatives, providing feedback in respect of specific module/programme design and content.
- Assess student work.
- Provide feedback to students.
- Internally moderate the assessment of colleagues.
- Engage with coordinating lecturers on assessments and provide feedback on successes/challenges.
- Set and communicate consultation hours in accordance with STADIO norms and consult with students at their request.
- Manage the Module Q&A forum.
- Contribute to student induction and orientation, as required.
- Manage students at risk.
- Improve the quality of own teaching through the scholarship of teaching & learning.
- Share findings with the STADIO teaching community.
- Participate in community engagement initiatives aligned with STADIO's goals, where relevant.
- Participate in programme, school and campus meetings.
- Assist in student recruitment, admission and CAT applications where necessary.

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- Maintain accurate records and complete documentation as required.
- Take part and support campus activities, as required by HOC.
- Stay abreast of developments in the field of expertise.
- Stay abreast of development in the field of teaching and learning.
- Participate in training and development activities, and complete formal STADIO lecturer development initiatives.
- Actively participate in professional networks and association.
- Pursue further qualifications or certifications, as necessary.

INHERENT CRITERIA:

Minimum Requirements

- Minimum three years of lecturing and industry experience in Mechatronics or Mechanical Engineering.
- Experience in online learning environments will be an advantage.

Qualifications

- Minimum NQF 8 qualification in Mechatronic or Mechanical Engineering.
- Professional ECSA registration is required.

Knowledge and Skills

- Sound lecturing and assessment skills.
- Effective communication and interpersonal skills.
- Strong organisation, administration, time management, and coordination skills with the ability to work under pressure and adhere to deadlines.
- High level of computer proficiency with good knowledge of modern Information Technology infrastructure and online learning platforms.
- Ability to work independently and as part of a team.

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- Ability to cope with change.
- Willingness to work on Saturdays as required.
- Passionate educator and leader.
- Compassion for students with diverse needs and skill levels.

APPLICATION REQUIREMENTS:

- A letter of motivation showing how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1160** to Genevieve Michel c/o Shireen1160@talenting.co.za

Incomplete applications will not be considered!