

## Faculty Development Liaison

Chair the Information for Faculty Committee

Oversee the SPARK program and create SPARK modules

Oversee the Information for Faculty web site and FAQs

Coordinate support for Teaching and Learning's Faculty Development Program

Coordinate library sessions for college PD events and facilitate sessions

Contribute to strategic planning for faculty development

Provide on-demand meetings and presentations about our program

## Library eLearning Liaison

Liaise with subject specialists and build learning objects

Assist with maintenance of LOs

Conduct or coordinate training for elearning software

Contribute to strategic planning for library elearning

Consult with faculty interested in developing their own learning objects

Provide on-demand student workshops about elearning topics

Provide on-demand meetings and presentations about elearning topics

What do I do?

## Sandbox Instruction Liaison

Strategic development of an online and f2f training program for various digital skills

Develop instructional materials and provide instruction sessions for faculty and students

Schedule staff and locations for workshops

Contribute to strategic planning for the Sandbox

Provide on-demand meetings and presentations to other libraries about the Sandbox

## Copyright Instruction Liaison

Develop online and f2f training for copyright, including the provincial training program

Coordinate the Copyright FAQs on the Faculty site and answer regular copyright queries

Contribute to strategic planning for copyright

Provide on-demand meetings, presentations and materials to other educational institutions

## The Learning Portal Project Manager

Reporting to the Chairs: assist with design of Project Charter, provide regular updates, monitor timelines

Oversee the Senior Leads and Teams

Develop online learning materials and tools

Provide on-demand meetings, presentations, webinars and materials