**Specialists in Digital Education**

In each Centre of Competence in Digital Education (C-CoDE), there will be three resident Specialists in Digital Education. They will be responsible for motivating, training and mentoring lecturers/professors to teach online effectively. The Specialists should expect to dedicate around 15% of their time to carrying out this role on an ongoing basis. However, as professors become more experienced, this percentage should change.

**Training**

The Specialists will receive training in digital education during four training workshops which will take place between September 2021 and March 2022.

The provisional schedule for the training workshops is:

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| **Dates** | **Topics** | **Expected training time (hours)** | **Location** |
| September 2021 | Needs analysis and design |  | Online |
| November 2021 | Developing educational resources |  | Online |
| January 2022 | Implementation |  | Online or Onsite |
| March 2022 | Delivery and Evaluation |  | Online or Onsite |

Due to the pandemic, the workshop(s) will initially be online and eventually face-to-face, all being well. The Specialists will be coached by experts in digital education from EPFL and UM6P throughout the training period.

**Profile**

The three faculty members who wish to become Specialists in Digital Education in their university should ideally:

* Be in a position directly related to educational matters within the university and if possible have influence with regards to the internal policies and regulations.
* Have a strong interest in pedagogy and digital education.
* Demonstrate excellent pedagogical practices in designing and delivering courses, ideally for Bachelor, Master and PhD students.
* Have experience in teaching or following training programmes online (highly desirable).
* Be able to dedicate time to taking part in the workshops as well as mentor and train fellow faculty members.
* Be at ease using different software; experience in using a Learning Management System such as Open EdX or Moodle is an asset.
* Have an interest in working as a team with fellow specialists and technicians.

**Tasks**

The Specialist in Digital Education will be the main interlocutor of the professors/lecturers who take part in the training programme (Digital Education Masterclass) as part of the creation of the C-CoDE, as well as other faculty members. His/her main tasks include:

* Motivating fellow faculty members to create high quality online courses.
* Organising information/training sessions and mentoring fellow faculty members.
* Providing best practices and constructive feedback to faculty members on their course design and development.
* Following up with faculty members to ensure they are applying what they learnt.
* Setting up evaluations by faculty members and students of online courses.

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| Name of Institution |  |

1. **Selection Process**

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1. **Selected Faculty Members (please nominate up to 3 Faculty Members)**

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| **Name** | **Dept.** | **Email Address** | **Gender** | **Highest Degree, Year Obtained** | **Years as Faculty member** |
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