

VACANCY



IT Coordinator

The position

We require a vast array of skills in the design, development and delivery of online courses and e-learning interactions for upcoming projects.

Duties

- eLearning design and development
- educational technology design and development
- Moodle development and administration
- E-learning layout and administration
- development of learning content and assessment tools in Moodle compatible plug-ins and tools
- training and support to students and staff
- maintenance and support end user workstations, laptop peripherals, network devices and wireless access points

Qualifications

Required:

- Bachelor's Degree in IT
- Excellent oral and written communication skills in Greek and in English

Preferred:

- Graphic Design Skills
- Master's Degree or PhD
- Experience administering a variety of assessments at the classroom level
- Experience collaborating, co-planning and co-facilitating with other staff; ability to effectively communicate and problem-solve with students, colleagues and supervisors
- Experience with web-based technologies including Adobe Acrobat, PowerPoint, Excel, and Word; online training including WebEx, Web casts, and Two-Way video; and distance learning platforms including Moodle

Only short-listed candidates will be contacted.