



NOTICE

**Post of Coordinator/Educational Technology
Post of Coordinator/e- Learning and IT
Literacy
Staff Development Centre (SDC) University of
Peradeniya.**

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II and above) of the University of Peradeniya for the above post at the Staff Development Centre.

The appointment will be for three years and the Coordinators will have to serve the SDC a minimum of 15 hours per week. The Coordinators are also expected to assist the Director to achieve the objectives of the SDC in the respective areas.

A Self-made application along with an updated Curriculum Vitae and a one-page statement of how you would contribute towards the advancement of the SDC should be submitted through the proper channel **on or before 15.08.2022.**

The duties and functions to be performed by the Coordinators are given in the Annexure.

Please note that applications submitted after the deadline will be rejected.

A handwritten signature in black ink, appearing to be 'Cecilia'.

**VICE-CHANCELLOR,
UNIVERSITY OF PERADENIYA.**

5/8/2022

Duties of the Coordinator/Education Technology, SDC, University of Peradeniya.

The Division of Education technology is responsible for designing, and conducting training programs on i) Curriculum development and revisions – concepts, tools, and techniques, ii) Development and use of learning resources for academic teaching and learning, iii) Teaching training and assessment methods, iv) Research methods and scientific writing, v) Academic and Student counseling and vi) Strategic planning and management of higher educational institutions.

Duties of the Coordinator/e- learning and IT Literacy, SDC, University of Peradeniya.

The Division of e-learning and IT Literacy of SDC (in partnership with IT Centre) is responsible for the design and conduct of training on the preparation of ITC- based learning tools, ii) use of ICT – based tools and techniques for academic, face-to-face, online teaching, and self-learning, iii) use of ICT- based tools for conducting in-course assessments, iv) providing on-line academic counseling service for students and v) design and conduct training programs to improve IT literacy of academic and non-academic staff.