



Staffordshire
University
Services Limited

Job Description

Job Title	Student Digital Engagement Officer
School/Service/Institute	Academic Quality Development (AQD)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 5
FTE/Hours	1.0 FTE, 37 hours per week

Job Purpose

Reporting to the Digital Academic Developer the Student Digital Engagement Officer will work to deliver frontline support to students in digital technologies enhancing the student experience of digital learning. The role holder will play a key role in organising and developing Student Digital Mentors, devising a training programme and a series of events to support and develop the Mentors whilst they are in post. Working across the University with Student Support, Digital Services, the Students Union and the Teaching Innovation & Learning Enhancement Hub, the role holder will create resources to maximise student engagement in digital skills development.

Relationships

Reporting to:	Digital Academic Developer
Responsible for:	No line management responsibility

Main Activities

- Champion digital awareness across the university developing digital engagement strategies to deliver maximum uptake
- Working with the Teaching Innovation & Learning Enhancement Hub, the role holder will develop digital capability diagnostics and create resources to develop student digital capability
- Evaluate impact of training resources for students
- Network across the University, bringing together staff to bring student digital training into one place.
- Design and run digital awareness days and training events for students
- Develop training packages for Student Digital Mentors
- Work closely with the Students Union to evaluate current digital capability, digital development and digital technology across the university.
- Delivering onboarding training and development for students at application stage

and enrolment stage

- Identify and recommend new procedures and methods for addressing skills and knowledge gaps.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.