**Vacancy Teaching Assistant for MOOC 'Heritage under Threat'**

**Description**

The Teaching Assistant (TA) supports the instructor in the overall project in creating a massive open online course or MOOC.

**Purpose**

Administrative and systematic support for the instructor in achieving the project objectives.

**Competences**

Planning & Organizing, focused on quality and results, accuracy, commitment, stress resistance, collaborative, customer focus, excellent communication skills,

**Design Phase**

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| **Task** |
| **Project preparation with instructor and project coordinator**  **Project Planning guard along with the Project Coordinator** |
| **Course Design develop together with the instructor, including**   * Developing learning objectives * Developing activities * Developing tests * Reviewing video format * Developing Course description page * Creating a logo |
| **Communication plan with the Project Coordinator, including:**   * Collecting journals, blogs, LinkedIn groups * Drafting press release * Contacting different communication sections * Making a plan for prestarting community * Creating social media accounts |
| **Little (spare) jobs** |
| **Receiving instructions on drawing storyboards, test questions**  **Tuning / meetings** |

**Production Phase**

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| **Task** |
| **Monitoring project planning along with the Project Coordinator** |
| **Assisting in Film production, including:**   * Scheduling recordings with the film director * Developing storyboards and powerpoints (searching for copyright free images, bullet points editing, judging the content of the storyboards (based on five videos per module and five modules) * Being present during recordings for support and quality control, based on the five modules * Giving feedback and checking details of the first copies of the video |
| **Administrating copyrights** |
| **delivering documents for the platform including:**   * Filling the templates for the course pages * Making a schedule * Bibliography + links to this literature (copyright free) * Exercises, tests and peer assignments * Other TA: check tests * Bio 's instructor and staff |
| **Little (spare) jobs** |
| **Receive instruction community management**  **Recruiting CTAs, make appointments?** |
| **Request pre- and post-course at Coursera, check survey** |

**Delivery Phase**

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| **Task** |
| **Project monitoring along with the Project Coordinator** |
| **Preparing weekly emails from the instructor** |
| **Preparing and filming weekly video chats with the instructor** |
| **Various tasks for community management:**   * Guiding the voluntary community teaching assistants (CTA s) moderating the community, * Answering questions CTA's * Providing feedback to community * Passing summaries to the instructor |
| **Planning & Organizing one or more live events (google hangouts or local meet ups)** |
| **Correcting errors that should go live (quizes and peer assignments)** |
| **Judging reports of plagiarism in peer assignments after first check coursera** |
| **Little (spare) jobs concerning production** |

**Evaluation Phase**

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| **Preparing evaluation based on the template** |
| **Planning evaluation meeting and taking minutes** |
| **Assisting in yielding final version evaluation document** |
| **Little (spare) jobs** |
| **Drafting improvement 2nd run** |

For more information or applying contact Mara de Groot, coordinator Centre for Global Heritage and Development: [t.de.groot@arch.leidenuniv.nl](mailto:t.de.groot@arch.leidenuniv.nl)