



Edge Hill
University

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UNIVERSITY
GUIDE
2022

MODERN
UNIVERSITY
OF THE YEAR



Student Intern – Digital Learning

Reference: EHA2281-0323
Salary: £11.53 per hour
Contract Type: Fixed Term from 05/06/2023 until 11/08/2023 (10 weeks)
or 10/07/2023 – 01/09/2023 (8 weeks).
Hours: 35 hours per week
Location: Ormskirk

Accountable to: Head of Digital Learning

Reporting to: Senior Digital Learning Technology Officer





About the Project

Blackboard is the online virtual learning environment (VLE) used across Edge Hill University and provides staff and students with access to a range of tools for communication, collaboration and assessment. Throughout the academic year 2022-23, approximately 30% of Academics used the new Blackboard Ultra course view to deliver their modules. The remaining 70% will now move to Blackboard Ultra in time for the 2023-24 academic year.

The student internship project has been designed to support the transition of Original Blackboard Modules to Ultra. This will include projects such as developing learning episodes, working with departments to create course structures, incorporating, and enhancing accessibility and supporting a consistent student experience across the University.

About the Role

The Student Internship scheme 2023, is an exciting 10-week programme that aims to support the development and enhancement of course/module areas within Blackboard Ultra. The internship, delivered and facilitated mainly online, offers students the opportunity to be involved in upgrading and evaluating course/module areas within Blackboard and related materials for undergraduate and postgraduate modules.

Students will work directly with Learning Services staff and faculty departments (Faculty of Education, Faculty of Arts and Sciences and Faculty of Health, Social Care and Medicine) to support staff in evaluating, designing and upgrading identified modules alongside other key projects.

The internship will be organised into 3 phases as outlined below:

Phase 1 – Introduction to the internship. Here you will be trained in a variety of core digital skills such as Microsoft Word, accessibility (documents, PDFs, captioning), communication platforms (Microsoft Teams) and social media/blogging. On your first day you will be required to attend an in-person training day at the Ormskirk campus where you will meet various members of the Learning Technology Development (LTD) Team who will support you throughout the internship with your digital skills and use of Blackboard. You will also be given the opportunity to attend a Blackboard Ultra conference hosted by LTD on day two of the Internship where you will also be introduced to key faculty contacts.



Phase 2 – Once trained you will be actively working with LTD and faculty contacts to support staff in evaluating, designing and upgrading identified modules alongside other key projects, including developing learning episodes; accessibility and supporting a consistent student experience across the University. To ensure quality assurance and monitor progress, you will engage in reporting and data analysis. To further support your development, you will engage in continuous training opportunities and produce weekly reflective entries.

Phase 3 – The final stage of the internship will be to evaluate the success and outcomes of the project through testing and reviewing. You will engage in independent and group activities, including report writing and presentations, showcasing the projects' outcomes and your personal achievements. You will also be supported with articulating your journey throughout the internship, working with the Careers Team to support your CV and interview skills for graduate employment.



Duties and Responsibilities

Below is an outline of the indicative duties and responsibilities of the role. Please note that full training will be provided.

1. To support the development and enhancement of course/module areas within Blackboard.
2. To work closely with LTD, departments and key faculty contacts to support staff in evaluating, designing and upgrading identified modules in line with project findings and accessibility.
3. Understand the strategic direction of the University and the value of developing high quality and accessible teaching and learning materials.
4. To use digital skills to update materials in line with Accessibility Regulations 2018, WCAG 2:1 AA standards and other relevant accessibility legislations.
5. To work closely with the Learning Technology Development (LTD) Team to communicate updates and produce progress reports.
6. To actively monitor progress, produce reports and analyse data for quality assurance and monitoring purposes.
7. Work collaboratively across the team with fellow students and staff members to ensure projects are delivered to a high standard and on time.
8. Proactively contribute to projects by engaging in discussion, activities and independently set tasks.
9. Undergo training and professional development opportunities as required for the job role.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety





- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

You must be a student at Edge Hill University continuing your studies in 2023/24.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Abilities and Skills				
1.	Good IT proficiency skills including word-processing, databases & spreadsheets	*		S/I/P
2.	Excellent interpersonal and communication skills (written and oral)	*		S/I/P
3.	Able to work under pressure and able to understand and follow instructions	*		S/I
4.	Able to use own initiative and work autonomously, as well as part of a team, with a can do, enthusiastic attitude	*		S/I
5.	Able to demonstrate professional commitment, flexibility and reliability	*		S/I
6.	Able to demonstrate a positive attitude	*		S/I
8.	Able to maintain complete confidentiality	*		S/I
9.	Able to be creative, use initiative and be proactive	*		S/I





How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Scott Farrow at farrows@edgehill.ac.uk.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

