

The Southern Baptist Theological Seminary

Position Description

Position Title: Assistant Director of Distance Education

Department: Academic Administration

Position Code: B0316

Date Prepared: 6/1/16

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Assistant Director of Distance Education will work under the guidance of the Director of Distance Education and will assist the Director of Distance Education in the development and implementation of educational content and curriculum for Southern Seminary Online, Boyce College Online, and Extension Education.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Develop and implement comprehensive strategy under the guidance of the Director of Distance Education for the ongoing development and management of Global Campus course delivery
- Manage online and hybrid course developments from inception to completion. Use project management skills to oversee the development of courses in a timely manner
- Work with the videographers and post-production specialists in Southern Productions to deliver the highest quality video content
- Coordinate with the Office of Campus Technology and other offices to ensure the highest level of educational technology available for online learning programs
- Analyze and oversee instructional goals and objectives for Southern Seminary Online, Boyce College Online, Ministry Apprenticeship Program, and Extension Education
- Collaborate and communicate with faculty to select appropriate educational technologies, delivery strategies, and design courses accordingly
- Identify and develop appropriate instructional design strategies based on analysis of learning goals
- Create and develop learning resources using media and rapid online learning software (i.e., Camtasia, Captivate, Articulate, etc.)

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position will have a minimum of a master's degree in educational technology or a master's degree in a theological area with a minimum of two years' experience in instructional design.

EXPERIENCE:

The person in this position should have the following experience:

- Experience with distance learning, online learning, instructional technology, or closely related educational field
- Managing an online, distance, or related educational program
- Demonstrated experience in teaching and/or training
- Familiarity with best practices in hybrid, distance, and online learning
- Managing course/program design, development, and delivery
- Evaluating and assessing online learning programs (or closely related educational programs)
- Ability to develop academic curriculum
- Ability to apply instructional design principles and practices
- Participating in professional communicates of educational scholarship and practice
- Demonstrated skill and ability with instructional and online technology
- Effective organizational skills, innovative and strategic thinking, and written and oral communication
- Understanding of learning management systems and other educational software
- Familiarity with graduate theological education or professional education
- Familiarity with undergraduate education (e.g., community college or university experience)
- Familiarity with international education
- Entrepreneurial efforts
- Understanding of best practices in online and mobile website design
- Understanding of marketing, in particular online marketing

SUPERVISION:

The person in this position will supervise the following:

- Online Instructional Designers
- Online Instructional Design Assistants
- Research Assistant
- Contract Workers such as contracted instructional designers, website developers, learning management system designers, instructional design assistants

The person in this position will report to the Director of Distance Education.

WORK ENVIRONMENT:

The person in this position will work in a fast-paced working environment where work may be in an office setting or be conducted online communication technologies. The Director works long hours on/off campus in/out of the office. The Director must be able to work with personal computers for extended periods of time; needs ability to communicate effectively through verbal and written communication; lift up to 35 lbs.; walk up and down stairs, and enter and exit campus unassisted; and operate efficiently in a competitive work environment.

EQUIPMENT:

The person in this position will use the following equipment: personal computer, mobile devices, camcorders/webcams, microphones, instructional hardware and software.