

GRADUATE THEOLOGICAL UNION
BERKELEY, CALIFORNIA

JOB OPPORTUNITY

COURSE DESIGN SPECIALIST

The Graduate Theological Union (GTU) seeks a talented Course Design Specialist. This is a full-time, benefited position which will begin July 1, 2016.

GRADUATE THEOLOGICAL UNION is home to North America's largest PhD program in religious studies. The GTU is a haven for interdisciplinary and interreligious scholarship, building bridges within and across religious traditions.

PRIMARY POSITION PURPOSE

The Course Design Specialist, reporting to the GTU Dean and Vice President for Academic Affairs, will collaborate with consortial faculty members to design and develop pedagogically sound online and blended courses, programs, and other technology-enhanced instructional materials utilizing strong technical, project management, and coordination skills to ensure goals and timelines are met. He/she will develop and lead faculty and staff professional development activities in areas of instructional design and instructional technology as well as research and evaluate new and emerging technologies and instructional design theories.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and Implement a Program to Assist Consortial Faculty in Designing and Implementing Online and Blended Courses:

- Work closely with faculty through individual and group consultations on course and curriculum design
- Introduce faculty to a range of possibilities for the use of instructional technology in their teaching
- Consult with faculty on the preparation of materials and data for use in the classroom

Develop and Maintain a Support Structure for Distance Learning Curricula in the GTU, Member Schools, and Affiliates:

- Monitor issues in instructional technology and distance learning
- Participate in consortial discussions and planning to keep GTU faculty and administration aware of new developments and changes in the field
- Advise administrations on accreditation issues related to distance learning

Oversee the GTU's Learning Management System (Moodle):

- Supervise the student workers who manage day-to-day operations of Moodle
- Organize and oversee training for new faculty, staff, and students on how to use the learning management system
- Serve as the primary contact for learning management system technical support

Teaching:

- Teach one graduate-level course each year that will prepare students to effectively employ technology in theological education and/or ministry

MINIMUM QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential, principal duties.

Education: Master's degree required; PhD or equivalent desirable

Experience and Special Skills:

- Experience in teaching, preferably at the graduate level
- Experience in using instructional technology in both face-to-face and online contexts
- Educational background in theological or religious studies desired
- Supervisory experience desired
- Familiarity with Moodle or a similar learning management system
- Ability to work collaboratively with GTU faculty, staff, and students
- Attentive to detail and effective in handling multiple concurrent tasks with good organizational abilities
- Computer proficiency
- Understanding of systems and theories of online/distance education
- Travel: ability to drive to offsite events and meetings at other GTU member schools and affiliates

APPLICATION PROCESS

Candidates should submit a letter of application addressing qualifications, resume, and the names/contact information for three professional references. Please include: "Apply-Course Design Specialist" in the subject line of your email and send to: Arthur Holder, Dean and Vice President for Academic Affairs at aholder@gtu.edu.

Review of applications will begin May 2, and continue until the position is filled

The Graduate Theological Union is an Equal Opportunity Employer