

Western Theological Seminary
Job Description

Job Title	Educational Technologist
Department	Academic Office (Distance Learning)
Reports To	Vice President of Academic Affairs
Work Schedule	40 hrs/wk
Date	October 2013

Summary of Responsibilities

Support the mission of Western Theological Seminary to “prepare Christians called by God to lead the church in mission” through the work of the Academic Office. Provide assistance to faculty in creating or modifying courses in all degree programs. Provide a general level of technical support and best practices in technology to faculty. Deploy highest standards of quality for all courses, monitor for deadlines, review for consistency of course content requirements established by the department, and consistently follow established department systems.

Essential duties and responsibilities (Other duties may be assigned)

- Provide LMS training, along with DL department, for faculty, adjunct faculty, staff, and students.
- Research and coordinate LMS programming needs with contractors.
- Serve as basic level LMS administrator.
- Support and train all residential faculty in the LMS and in the course design phase.
- Provide full support to all faculty, residential and adjunct for live courses.
- Provide support and explore best options for faculty in using video in courses.
- Initiate and support the use of multi-media resources in online courses.
- Review courses at quality check points to ensure consistent standards.
- Suggest new educational technology strategies to faculty and adjunct faculty for their courses.
- Monitor faculty progress in the course development process, utilize established systems, and anticipate any potential deadline problems, reporting them to the VPAA.
- Initiate a documented process of ongoing improvement in educational technology and LMS functionality in courses.
- Create and deploy a schedule of LMS maintenance and improvement.
- Contribute to ongoing assessment of and suggestions for program improvements.
- Keep current on new directions and standards in distance education.

Knowledge and Abilities

- Ability to communicate in person and online in a timely and informative manner demonstrating warmth, listening with respect for and value of another point of view, and engendering positive relationships.
- Ability to work both in a self-directed manner and as part of a collaborative team.
- Ability to handle novel situations and respond to individuals under stress with good judgment and problem-solving skills.
- Capacity to explore creative work-arounds in course design and development.
- Strong knowledge of professional correspondence, communication protocol, and etiquette.
- Familiarity at a basic level and ability to read basic HTML, JavaScript, and CSS.
- Familiarity at a basic level with both PC and Mac computers.
- Ability in programming a plus.

Qualifications

- A combination of a minimum of a relevant Bachelor’s degree and 3-5 years of post-degree work experience.
- Strong problem solving skills and hospitality gifts.
- Significant computer skills, ability to learn and understand new computer applications, and computer problem-solving skills (such as IT customer support) in addition to strong internet search skills.