



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Educational Technology Coordinator</i>	EEOC Job Classification	Admin Support Worker
		FLSA Classification	Non-exempt, full-time
Department:	Academics	W/C Classification	8868 – Administration/faculty
Reports To:	Provost	Compensation	\$28.00 - \$35.00/hour

SUMMARY

Advance the mission and vision of TMUS by designing, developing, and implementing engaging and effective instructional materials and educational technologies that enhance teaching and learning across various disciplines and modalities. This role requires a deep understanding of pedagogical principles, instructional design models, and the latest educational technologies. This position is primarily responsible for traditional, face to face/hybrid courses and is expected to supplement and support existing instructional design efforts in online learning as part of the Educational Technology Support Group.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Educational Technology Integration:**
 - Identify, evaluate, and recommend emerging educational technologies that support teaching and learning goals.
 - Provide training and support to faculty and staff on the effective use of educational technologies and learning management systems (LMS).
 - Develop resources, guides, and tutorials to assist faculty in integrating technology into their courses.
- **Faculty Support and Collaboration:**
 - Conduct workshops, webinars, and one-on-one consultations to support faculty in course design, development, and delivery.
 - Assist faculty in the use of data analytics to improve student learning outcomes and course effectiveness.
 - Foster a collaborative environment that encourages innovation and the sharing of best practices in instructional design and technology integration.
- **Instructional Design and Development:**
 - Collaborate with faculty to design and develop high-quality online, hybrid, and face-to-face courses.
 - Apply instructional design theories, practice, and methods to create engaging learning experiences.
 - Develop instructional materials, including course content, multimedia elements, assessments, and activities that align with learning objectives.
 - Designing effective assessments in the growing landscape of Generative AI tools.
- **Project Management:**
 - Lead and manage instructional design and technology projects from inception to completion.
 - Ensure projects are completed on time, within scope, and aligned with institutional goals.
 - Maintain clear communication with stakeholders throughout the project lifecycle.
- **Assessment and Evaluation:**
 - Develop and implement assessment tools to measure the effectiveness of instructional materials and technologies.
 - Analyze data to inform continuous improvement in instructional design and technology integration.

- Provide regular reports and updates on project status and outcomes to stakeholders.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Strong understanding of instructional design models (e.g., ADDIE, SAM, Backward Design) and adult learning theories.
- Proficiency in multimedia design and development tools (e.g., Adobe Creative Suite, Camtasia, etc...)
- Excellent project management, organizational, and communication skills.
- Ability to work collaboratively with faculty, staff, and students from diverse backgrounds.
- Strong analytical skills with the ability to use data to drive decision-making and improvement.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Master's degree in Instructional Design, Educational Technology, Curriculum and Instruction, or a related field. A doctoral degree is preferred.
- Minimum of three years of experience in instructional design, educational technology, or a related field, preferably in a higher education setting.
- Demonstrated experience in designing and developing online and hybrid courses.
- Proficiency with learning management systems (specifically Canvas) and other educational technologies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; have full dexterity of hands and arms; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.