



EMPLOYMENT OPPORTUNITY

Open until filled

Date: September 13, 2013

Anticipated Start Date: January 1, 2014

Job Title: Director of Distance Education

Reports To: Provost

Job Description: To direct the development and operation of the Multnomah University's distance education efforts, and act as the primary contact for distance education students and faculty.

Principal Responsibilities: To coordinate the distance education efforts of Multnomah university and communicate effectively with students, faculty, and other constituents.

Responsibilities:

- Works with departments to coordinate the scheduling of distance education courses; develops annual and semester class schedules.
- Coordinates with remote teaching sites and manages site coordinators.
- Assist faculty in effective course design, course development, learning objectives, classroom management, active learning, assessment methods and strategies with a primary focus on distance education courses.
- Develop and maintain an awareness of emerging trends and developments in Internet related technologies for the sake of continued development of Multnomah University's educational effectiveness.
- Develop and implement processes to effectively achieve and assess distance education learning outcomes.
- Assist in the implementation of initiatives such as online orientation, webinars for preview students etc.
- Demonstrate an open, caring and patient demeanor when working with co-workers as they begin to implement technology into their courses.
- Awareness of how distance education interacts and supports the University as a whole.
- Be able to communicate and partner with other University departments in implementing distance education initiatives with a special emphasis in collaboration with the Educational Technology Department.
- Work closely with Multnomah University's Marketing department to initiate and maintain an effective distance education marketing campaign.
- Develop viability rubrics for remote teaching sites.
- Gather data and generate reports related to Multnomah's distance education efforts for assessments and accreditation purposes.
- Develop ways to effectively extend campus resources and services to distance education students.
- Assists in the development of the College's distance learning program.
- Be available for occasional travel to teaching locations.
- Be willing and available to accept other duties in keeping with skills that would further the mission of Multnomah Connect, and the University as a whole.

Job-specific Requirements:

- Master's degree required and 3 years proven experience developing and managing online programs.
- Knowledge of learning theories, instructional design theories, instruction systems. Understanding and demonstrated application of sound pedagogy and instructional design practices.

If it's Bible you want, then you want Multnomah!

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

- Experience developing courses in Moodle or Blackboard.
- Intermediate to advanced Windows OS proficiency.
- Experience with evaluating programs and evaluation online learning.
- Basic working knowledge of Mac OS.
- Be familiar MS Office (particularly Word, PowerPoint, Excel)
- Must be flexible, have creative problem solving skills and be able to provide leadership.
- Well-developed interpersonal skills.
- Ability to explain educational concepts and ideas in non-technical language.
- Ability and desire to function with others in a team.
- Proficiency in the use of Microsoft Office technologies.
- Desire for and personal fulfillment by serving the Lord through this ministry.
- Desire to be challenged, adaptive to and professionally motivated by dynamic, emerging educational strategies and technologies.
- Self-motivated and professional.
- Ability to be flexible with job demands such as the variety of training, communication, educational technical abilities, travel, decision-making, student problem solving, one on one faculty training.
- Ability to easily communicate and encourage faculty to learn and utilize the technological advances necessary to facilitate Moodle mediated courses.

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

**Full Time (40 hours) with Medical and Dental benefit options
starting the first day of the month following the first 30 days of employment.**

To Apply: Application must be made to the DIRECTOR OF HUMAN RESOURCES. For full consideration complete an employment application (available online at www.multnomah.edu) and attach to a cover letter and resume. Please include the name, title and phone number of three references. Applicant must be willing to sign Multnomah's doctrinal and value statements, and reference release forms. An interview may be arranged after your file is complete.

After submitting your application if you have questions regarding this position please contact Dr. Wayne Strickland (wstrickland@multnomah.edu)

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