



Position Title: Director of Instructional Design

General Description: The director of instructional design serves Bethany Theological Seminary internally and externally in providing support for distance education and coordinating Bethany's electronic presence in a number of settings as detailed below.

Major Responsibilities: The director of instructional design has primary responsibility to

- provide instructional design support for teaching faculty and students at Bethany;
- facilitate electronic communication, including selected videoconferencing and production for classes, events, lectures, and meetings for Bethany in domestic and international settings, particularly in the use of the technology classrooms;
- envision, provide for, facilitate, oversee, and train others in internal and external communications based in electronic technologies; and
- keep the Seminary current with technological advances in these and related fields.

Reports to: Academic Dean

Status: Part-time, salaried, exempt position

Role and Responsibilities in Detail

- Instructional Design and Pedagogy
 - Serve as a resource for pedagogical questions related to technology ("best practices" possibilities and strategies), course design, and use of the Seminary's Moodle course management system
 - Provide support for teaching faculty in designing documents for Moodle
 - Work with faculty to design and produce video clips for use in Moodle
 - Provide training for faculty on the effective use of Moodle
 - Provide support for students with questions or difficulties in using Moodle
- Videoconferencing and Video Production
 - Make campus events available on the internet, with the assistance of supervised student workers, as requested and as time and resources allow, including
 - classes, whether for students, faculty, or guest presenters at a distance
 - special events, such as lectures, forums, presentations, or student meetings
 - chapels and regular meetings that Bethany has determined should be made available to students or others at a distance
 - Attend to relevant copyright considerations
 - Use technology such as videoconferencing and document sharing to support various efforts of the Seminary, and teach others to be able to function on their own where practical
 - Obtain, maintain, and explore options for the equipment required for adequate communication and collaboration
- Training and Technical Support
 - Provide user training and education as needed
 - Assume responsibility for assisting with technical aspects of electronically published documents
 - Work with administrative staff for production of videos for web use or physical distribution

- Edit footage and master and produce videos and physical DVDs as requested
- Maintain the DVD duplicator system
- Support Bethany's Use of Electronic and Online Tools
 - Administer and assist with various Seminary accounts, such as SurveyMonkey, Animoto, 25Live, and Zoom
 - Be alert to additional tools that would further the mission of the Seminary
- Participation in Meetings and Campus Events
Faculty meetings, board meetings, and other meetings and committees as assigned and needed
- Budgetary Oversight
Responsibility, in conversation with the academic dean, for budget needs and expenses in the Department of Instructional Design, including costs for electronic tools, dedicated equipment purchases, and other resources

Required Qualifications

- Understanding of and commitment to the mission of Bethany Theological Seminary
- Bachelor's degree in instructional design or related field
- Ability to organize a complex workload and set priorities
- Ability and willingness to learn new skills independently
- Thorough knowledge of the Moodle Course Management System
- Thorough knowledge of the Microsoft Windows and Mac OS platforms, especially as they relate to video editing and electronic communications
- Experience with video and multimedia production
- Ability to work collaboratively with faculty, staff, and students from an office on campus in Richmond, Indiana

Preferred Qualifications

- Experience as an online instructor or student
- Experience with project management
- Experience with assessment practices related to accreditation

The Seminary will provide opportunity for the professional, personal, and spiritual growth of the director of instructional design.

To Apply

Applications will be received and reviewed until the position is filled.

Please send letter of interest, resume, and contact information for three references to

Academic Dean's Office
 Director of Instructional Design Search
 Bethany Theological Seminary
 615 National Road West
 Richmond, IN 47374
 Phone: 765-983-1815
deansoffice@bethanyseminary.edu

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