

Job Description

Title: Director of Program Development & Educational Technology
Department: Academic Office
Reports to: Academic Dean
FLSA Status: Part-time hourly wage position 15-20 hours per week
Date Prepared: January 26, 2024

Summary: The Director of Program Development and Educational Technology, through faithful service to accomplish the mission of Kuyper College, works with the Academic Dean in cultivating strategic and innovative initiatives to improve the academic offerings of the College. The Director provides logistical support for the faculty in the areas of technology, classroom presentation skills, learning management system operations, and fostering online program expansion.

Essential Duties & Responsibilities:

Program Development

- Support the Academic Office in developing traditional academic programs in both on-ground and on-line formats
- Provide the Academic Office guidance by innovatively planning the future regarding traditional and nontraditional programs
- Work with campus stakeholders in developing online and nontraditional modes of content delivery (faculty, library, admissions, business office, marketing)
- Provide support for institutional accreditation with the Higher Learning Commission, the Association for Biblical Higher Education, and the Council for Social Work Accreditation
- Assist the Dean in the assessment of student learning
- Facilitate the annual academic program review activities
- Assist the Academic Office in overseeing the budget for program development
- Assist the Academic Office in developing curricular integration with the Kuyper Works program
- Other duties as assigned

Educational Technology

- Lead the campus efforts regarding the Learning Management System
- Oversee the College's academic software licenses
- Provide LMS training for adjunct professors
- Provide training for classroom presentation technology
- Assist faculty in matters related to curriculum, technology, program development
- Work with faculty regarding online program development
- Other duties as assigned

Qualifications - To perform the described job duties, an individual must satisfactorily perform each of the essential functions. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor’s degree, an understanding of higher education, experience working with faculty, proficiency in technology, preferred teaching experience, an ability to work mediated forms of communication

Communication Skills – This position requires skills in a variety of contexts including interpersonal relationships, leading small groups, an ability to speak in public, and the capacity to work with technology (hardware and software).

Decision Making – This position requires independent thinking in setting priorities and organizing work to accomplish results. Personal initiative and internal drive are essential in working alone or with others.

Computer/Technology Skills – To perform this job effectively, an individual must have the ability to understand conceptually multiple forms of presentation technology and the skill to teach its operational use to others.

Physical Demands – The physical demands expressed here are representative of those needed to perform the tasks. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Lifting and carrying objects up to 25 lbs.
- Pushing or pulling of carts (technology support systems)
- Ability to stand for periods when instructing others
- Capacity to concentrate on tasks for extended periods of time

Interested applicants, please send resume and cover letter to happlications@kuyper.edu

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