



Methodist Theological School in Ohio

3081 Columbus Pike
Delaware, OH 43015
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www.mtso.edu

POSITION ANNOUNCEMENT

Methodist Theological School in Ohio, a graduate seminary in Delaware, Ohio affiliated with The United Methodist Church, is pleased to announce the following position opening for an **Instructional Designer**.

RESPONSIBILITIES: The instructional designer will work collaboratively with faculty, staff and students to support learning through the design and use of technology, especially with the Director of Information Services and the Chair of the Educational Technology Committee. The successful candidate will partner with faculty in the learning design process to make the best use of available teaching methods and in the best uses of technology to enhance student learning; support on campus and online courses through the use of the course management system (Sakai), development of audio-visual learning objects, and exploring new technologies; coordinate training efforts for faculty, staff and students in the use of technology; develop tutorials and other training materials; provide advice and counsel to the Academic Dean and faculty on the strategic, tactical and operational issues associated with the use of technology in the service of educational processes; and assist in assessing effectiveness of course materials that are produced.

REQUIRED TECHNICAL SKILLS: This position requires experience with web-based course management and/or content management systems; familiarity with graphic design principles; understanding of various operating systems, file structures, file formats and protocols; knowledge of current instructional theories for collaborative learning with web-based tools; and knowledge of streaming audio and video, podcasting, and social networking tools. Experience in the design and development of technology-based instructional materials is required. Project management experience is highly preferred.

QUALIFICATIONS: The successful candidate will have strong oral and written communication skills, excellent organizational and project management skills, ability to interpret faculty and student needs and produce instructional materials, ability to train and support faculty and students in the use of learning technologies, and proven ability to adapt and learn new procedures and programs. A bachelor's degree in instructional design, information technologies, educational technology or a related field is required; an advanced degree in a related field is preferred.

HOURS: Full time, typically 35 hours per week, Monday - Friday; may include some evenings and weekends.

Review of applications will begin immediately and continue until the position is filled. To apply for this position, please send a letter of interest, résumé, and names and contact information for three professional references to: Jonathan D. Jump, Ph.D., Vice President for Administrative Services, Methodist Theological School in Ohio, 3081 Columbus Pike, Delaware, OH 43015. E-mail: jjump@mtso.edu

Methodist Theological School in Ohio prepares leaders of many faith traditions for lives of significance in service to the church and the world. The school offers master's degrees in divinity, counseling ministries, theological studies and practical theology, as well as a Doctor of Ministry degree. For more information, visit www.mtso.edu

Clery Act Crime Statistics

To view the Clery Act Compliance Report, visit this site: <http://www.mtso.edu/wp-content/uploads/2011/03/CampusSafetyInfo20121.pdf>

Equal Employment Opportunity Statement

Methodist Theological School in Ohio (MTSO) is an equal opportunity employer. As such, the School is committed to providing equal employment opportunities for all interested persons. In addition, the School complies with all applicable federal, state and local laws governing unlawful discrimination. This philosophy applies to all terms and conditions of employment, including, but not limited to, decisions related to hiring, promotion, termination, compensation, and training.