UNION PRESBYTERIAN SEMINARY

Position Description
Instructional Designer & Charlotte Campus Library Director

Union Presbyterian Seminary (UPSem) invites applications for an **Instructional Designer & Charlotte Campus Library Director**. While the physical location of this position will be on the Charlotte campus, the incumbent in this position will serve instructional design needs on both campuses and therefore will travel to the Richmond campus from time to time.

The person appointed to this position will report to the VP for Academic Affairs and Academic Dean for instructional design responsibilities, the VP for Administration and Dean of Students (Charlotte) for campus administration, and the Seminary Librarian (Richmond) for Library administration.

The person serving in this position will be instrumental in leading the Seminary in designing, implementing, and assessing hybrid and online course delivery with a view to achieving consistency in educational quality and experience for learners. The individual, through their educational background and experience, will have competence in educational technology and design, with advanced knowledge of software programs that support teaching and learning. This person will have expertise in working with learning management systems, and in other applications that will be core technologies for our faculty and be able to instruct both faculty and students in the use of technology-based learning tools. This person will anticipate and look for future technologies, consulting with external experts and networks to broaden their base of knowledge, and work creatively and progressively with learning modalities (a) to initiate closer course integration and a nimbler faculty crossover between the Richmond and Charlotte campuses; (b) to initiate alternative teaching methods, particularly those utilizing technology, to expand and diversify educational offerings; and (c) to expand the reach of the Seminary and its Faculty beyond the physical campuses through distance technologies.

Some duties that may be required in this position include:

- Assisting the VP for Academic Affairs, the Office of Institutional Effectiveness, and the Faculty with the assessment of whether distance education courses and programs are coherent, cohesive, and comparable in academic rigor to courses and programs offered in traditional instructional formats.
- Supporting and documenting faculty development opportunities for instructors responsible for delivering online learning curricula and evaluating students' success in achieving online learning goals, according to the Council of Regional Accreditation Commission's Guidelines for the Evaluation of Distance Education.
- Offering small group training opportunities for faculty members designing and offering an online course for the first time.

In addition, the person serving in this position will direct the Charlotte campus library, overseeing its resources, services, and personnel. The Charlotte library is typically open 8:30-5:00 Tuesday through Saturday.

Because the position includes oversight of the Charlotte library, the person in this position must possess the necessary qualifications to fulfill library responsibilities. Ordinarily, an MLIS/MLS degree offers academic credentials and demonstrates the qualification for this position. In some circumstances, equivalent experience may demonstrate that the person is qualified for this position and, in particular, library-related duties that include:

- Participating in the development, planning, implementation, management, and assessment of the following Library services in the areas of collection management, access, and development, as well as reference and instructional services and physical library maintenance and safety.
- Recommending hires, supervising library staff in Charlotte and planning for their professional development.
- Working with the Seminary Librarian on budget planning for the Charlotte campus library.
- Working with the Seminary Librarian and library staff in Richmond to coordinate library procedures and services.

Given the administrative responsibilities of this position, particular skills are needed in areas such as strategic program planning and budget development. The person in this position must have excellent spoken and written communication skills; the ability to take initiative, manage time and multiple tasks effectively; and the capacity to work creatively and collegially with others in the development and coordination of new initiatives. New initiatives, for example, are likely to emerge in collaboration with the Instructional Services Librarian and the myriad of resources available through the Library's Instructional Resource Center.

Qualifications and Skills:

- Graduate degree in Education and/or Instructional Design, MLS/MLIS degree from an ALA accredited program preferred
- Three to five years of professional experience
- Demonstrated knowledge of sources and methods in theological research
- Demonstrated teaching ability, for library-related instruction
- Demonstrated knowledge of instructional technology and library automation systems
- Excellent communication and interpersonal skills
- Familiarity with the Christian faith and Presbyterian/Reformed tradition.

Working Conditions: This is a full-time, exempt position (with benefits) on the Charlotte campus. Hours are generally 8:30-5:00 Tuesday through Saturday.

Union Presbyterian Seminary is a graduate educational institution of the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty, staff, and student body. Candidates from underrepresented groups are especially encouraged to apply.

The desired start date for this position is July 1, 2024.

Letters of application, including a curriculum vitae or resume, should be addressed to Ken McFayden, Vice President for Academic Affairs and Academic Dean, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, nsmith@upsem.edu.