

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees  
WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.

**TITLE OF JOB:** Associate Director, Adventist Learning Community  
**DEPARTMENT:** NAD Adventist Learning Community (NAD-EDU-ALC)  
**SUPERVISOR:** Director, Adventist Learning Community

**POSITION SUMMARY:** The Associate Director of ALC for NAD Ministries and Administrators, GC and Special Projects focuses on project management of instructional design and curriculum development for the North American Division’s Adventist Learning Community department. This position demonstrates leadership in acquiring and supporting GC and NAD projects and works collaboratively with ALC staff in the comprehensive design, development, and delivery of a range of curricular courses to be offered online. This position uses networking skills to make connections, limit redundancies and increase collaboration across the NAD.

**WORK LOCATION:** Berrien Springs, MI

**AUTHORITY, ACCOUNTABILITY:** Authority to execute responsibilities as delegated by the department Director. Responsible to the ALC Director for job performance and responsibilities. Instructional design and curriculum development for the Adventist Learning Community is the primary focus of the position, in accordance with North American Division policy and objectives. Responsible to the corporate church body through department Director for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church.

**ESSENTIAL JOB FUNCTIONS:**

- Identifies content experts, oversees and designs courses with content experts. Assists in restructuring content for online delivery, manages multiple projects, manages media production for courses, and produces ministerial and educational content as needed.
- Incorporates educational technologies that promote effective instructional and leadership strategies.
- Identifies continuing education needs throughout Adventism and develop and facilitate solutions
- Oversees and assists in course design with content providers
- Follows course development from start to finish
- Assists in the restructuring of content for online delivery
- Receives, edits, and organizes all course material
- Considers flow of course and learner experience
- Ensures cohesive and engaging learning experience
- Ensures proper branding of course
- Identifies and assists in appropriate media development
- Writes and assist others in writing video scripts and developing storyboards
- Actively participates in video creation, direction, editing, and production as needed
- Identifies copyright violations with content providers
- Prepares contracts for content providers and other course authors
- Schedules video shoots with content providers
- Produces media for content providers in collaboration with the ALC team
- Adheres to and reviews quality standards for course design and delivery
- Utilizes and expands current educational frameworks to provide consistency and continuity throughout the Adventist Learning Community
- Assists in developing and implementing marketing strategies for the Adventist Learning Community
- Oversees and manage production and course developer assistants in the production of courses and resources
- Seeks collaborative partnerships with Adventist entities in the North American Division
- Develops instructional design materials that incorporate active learning, learning theories/instructional design models, and best practices in education
- Consults and assists with the technical and programmatic development of assigned projects, including teaching and learning research and technologies
- Participates in the continual evaluation of the effectiveness of curriculum design
- Participates in ongoing information-based research and the monitoring of current and cutting-edge technologies and learning strategies for effective e-instruction
- Attends, participates, presents, and facilitates at professional conferences
- Works collaboratively with other ALC Associate Directors as needed on multi-disciplinary projects
- Provides coaching and mentoring to end users and church administrators on ALC utilization as needed
- Manages weekly NAD NewsPoints ALC course and resource promotions
- Manages weekly ALC social media ALC promotions for all ALC Associate Directors
- Educates Church, School, Conference, Union, and Division employees and leadership about ALC
- Participates as needed in leadership development and innovation efforts of the NAD
- Remains in tune with Adventist Higher Education, Distance Education, and trends in Professional Development
- Other duties as may be assigned by Director of ALC or NAD Administration

**EDUCATION/EXPERIENCE/CREDENTIALS:** Master’s degree in Education or teaching-related field, with experience in instructional design and curriculum development for online learning environments is required. Terminal degree (PhD, EdD) preferred. Minimum of five years of successful work experience is required to perform the essential job functions. University teaching experience and corporate professional development experience a plus. Experience applying learning theory and using instructional design models for online course design and development.

**KNOWLEDGE AND SKILL:** Extensive knowledge of principles, policies and beliefs of the North American Division, General Conference and the Seventh-day Adventist Church. Thorough acquaintance with and commitment to the Seventh-day Adventist message, mission and educational philosophy. Knowledge of church organization, policies and procedures. Ability to work constructively as part of a team and to lead out when necessary.

If interested in the above position please contact us at [jobs@nadadventist.org](mailto:jobs@nadadventist.org) to receive an application.

**Posted:** October 18, 2018, @10:00 p.m.