



**JOB TITLE:** Faculty Ed Tech Coach  
**DEPARTMENT:** Professional and Continuing Education  
**SUPERVISOR:** Assoc. Vice President PACE  
**STATUS:** Exempt, Administrative Faculty

### **MAJOR PURPOSE:**

Serve as a technology liaison for academic departments working closely with faculty and staff across all Schools and platforms. Provide support and training to the Jessup community regarding educational technologies. Collaborate with Faculty, IT, PACE, and the Library/Learning Commons to plan and develop innovative solutions for future ed tech needs.

This position is pending budget approval

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### **ESSENTIAL FUNCTIONS:**

- Provide leadership, oversight, coordination, and development of training programs and materials designed to support and promote the use of teaching and learning technologies to include the LMS, ePortfolio, video conferencing, Early Alert, and Faculty One Stop.
- Develop support resources to help ensure faculty and student success in technology-aided teaching and learning
- Provide ongoing leadership and support for Traditional Undergrad (TRAD), Online, Adult Degree Completion (ADC), Graduate programs (Grad), Faculty Development, IT, and Education Technology Committee
- Lead technology workshops, orientations, and individualized training for faculty, staff, and students
- Communicate weekly with faculty who are teaching in accelerated programs such as Online, ADC, or Grad - providing weekly reminders, tips, and tools for their specific platform, as well as spiritual encouragement and support. Also ongoing communication/support for TRAD faculty.
- Provide support to faculty by working with publisher plug-ins and online learning tools, and setting up links for upcoming courses, as well as providing training to faculty on using these features.
- Teach up to 3 units per semester as assigned by VP Academic Affairs and appropriate dean.
- Other duties as assigned by the AVP.

### **OTHER FUNCTIONS:**

- Participate in university culture, including the Ed Tech Committee, and other committees, as required.
  - Engage in scholarship and professional activity as appropriate to the area of expertise.
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### **QUALIFICATIONS**

#### **EDUCATION**

- Master's degree required; Preferably in Educational Technology, Instructional Design, MIS, Information Science, or related discipline to one of Jessup's educational programs

#### **EXPERIENCE**

- Two years of higher education work experience in educational technology or instructional design
- Experience with LMS and other educational technologies
- Demonstrated capacity to adapt to new technology and then train others
- Demonstrated interpersonal communication skills in working with faculty to interpret needs and provide appropriate solutions

## **SKILLS / ABILITIES**

- Strong oral and written communication, problem solving skills, and computer literacy
- Ability and willingness to work effectively with international students
- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Subscribe to the community covenant for William Jessup University
- Must be proactive, analytical, and self-motivated
- Ability to manage and participate in multiple projects and to work collaboratively with faculty and staff as a part of an interdisciplinary team
- Ability to effectively teach college level courses, if assigned

## **WORKLOAD**

- Full-time, 12 months
- Some weekends and evening required

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## **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development.

## **WORKING CONDITIONS:**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

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## **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date