



PURITAN  
REFORMED  
THEOLOGICAL SEMINARY

## TITLE: DIRECTOR OF ONLINE LEARNING

LOCATION: GRAND RAPIDS

START DATE: Applications to be reviewed until position filled

## PURPOSE OF THIS POSITION

The Director of Online Learning provides experienced, innovative, business-oriented, and collaborative leadership and oversight to all aspects of online education delivering high-quality content via digital channels through the offering of e-learning, blended education for on and off campus learning of various degree programs, continuing education, short-term certificate courses, and partnership programs worldwide.

## RESPONSIBILITIES

- Organize initiatives for online programs and identify trends in online learning
- Work with faculty and administrative professionals in various departments (MA, MDiv, ThM, DMin, and PhD) to integrate distance learning options across all degree programs, and provide training for online instructors
- Develop distance learning policies and best practices in conjunction with departmental directors
- Assess and analyze current online programs, and find ways to streamline and optimize processes
- Work to give students a smooth application process and build strong retention and completion rates
- Coordinate instructional design with an understanding of best practices for distance learning
- Advise faculty and others on universal and instructional design and accessibility
- Work with other institutional departments to support instructors delivering online coursework from the planning to the assessment phase
- Work with marketing to expand the reach of online programs and generate increasing enrollment numbers

## AUTHORITY

IMMEDIATE SUPERVISORS: Vice President and Academic Dean

DECISION MAKING: In cooperation with the Vice President and Executive Team

## QUALIFICATIONS

**Experience:** Minimum of 3-5 years of managerial experience as instructional designer, leading online education initiatives or closely related enrollment management professional at a higher education institution coupled with business-oriented experience, which include:

- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the Three Forms of Unity and the Westminster Standards
- Tech-savvy and familiar with advanced learning management systems
- A curriculum designer who knows how to align learning goals with outcomes
- A clear and concise communicator
- An active listener able to turn suggestions into actionable advice and implement changes
- Ability to build and maintain online education initiatives
- Practices management by objective
- Self-starter and team player

**Education:** minimum of a master's degree.

**Skills/Knowledge:**

- Supports the vision and mission of the seminary
- Ability to formulate and implement policies and procedures.
- Proven commitment to multiculturalism and working with a diverse student body
- Ability and willingness to work effectively with international students
- Organized and detail-oriented while working in a fast-paced environment, sometimes under pressure
- Able to handle confidential information with a high level of professionalism and discretion
- Great interpersonal skills and the ability to interact with staff at all levels
- Working knowledge of various seminary degree programs, such as PhD, DMin, ThM, MDiv, and MA curriculum
- Demonstrates administrative and supervisory skills to work in a management position
- Possesses a high degree of flexibility to achieve objectives and meet demands
- Exhibits excellent written, verbal, and public speaking skills
- Exhibits excellent strategic planning and organizational skills
- Has proficiency with information technology, including Microsoft Suite 360
- Demonstrated sensitivity to the variety of Reformed and Presbyterian denominations
- Multi-lingual/bi-lingual is desirable

## REMUNERATION

Annual salary to be determined based on experience and qualifications.

- Professional development expenses up to the amount of 2% of salary for expenses related to execution of the contract, to be reimbursed upon submission of receipts.
- The equivalent of single coverage premium for participation in the PRTS group health insurance plan.
- Two to three weeks of paid vacation or monetary compensation equal to 4 to 6% of annual salary depending on experience.
- The following holidays paid in addition to vacation pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

To apply, send CV and cover letter to Dr. Adriaan Neele at [adriaan.neele@prts.edu](mailto:adriaan.neele@prts.edu).