



Director of Online Support Position

The Academic Affairs division of Emmanuel University invites applications for a full-time, 12-month position as Director of Online Support beginning July 1, 2024. Partial responsibilities will include the following: oversight of the distance learning program, support staff, and budget; liaison duties between online students, the Registrar's office, and university academic support services; oversight of initial distance education training and continuing education for faculty; identifying and implementing best practices for distance learning pedagogy to ensure the quality and effectiveness of distance education course programming; providing support to faculty including the learning management system (Canvas); and ensuring compliance with SACSCOC standards for distance learning.

Emmanuel University is a coeducational liberal arts university of 900+ undergraduate students nestled in the hills of northeast Georgia. The candidate will be required to demonstrate an ability to effectively administer the University's online programs and must be a committed Christian who can identify and adhere to the mission of the institution.

Salary & Benefits: Salary is commensurate with degree and experience. Benefits include, but are not limited to, health insurance coverage beginning the first of the month following your hire date, retirement plan options, paid holidays, paid sick leave, and tuition reduction for immediate family.

Qualifications: A Masters in Instructional Design or similar along with additional experience with various aspects of distance learning administration is preferred. A minimum of a master's degree in some other academic or higher education area will be considered if there is sufficient evidence of adequate distance learning experience and ability to use distance learning technology. Experience in Canvas Learning Management System preferred.

Filing an application: Please forward the following (via email preferred) directly to the contact person listed below.

- **Cover Letter**
- **Curriculum Vitae/Resume**
- **Unofficial transcripts from all schools attended** (scans of "student issued" copies are acceptable for the application phase; official transcripts are expected upon hire).
- **List of at least three (3) Professional References:** One of the three references needs to be from a current pastor or someone who can speak to your Christian walk personally and/or in the workplace.
- **Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.



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Review of application files will begin upon receipt of all requested application document.

Application Contact:

Joann Harper, Director of Human Resources Email: jharper@ec.edu Phone: (706) 245-2805

Position Contact:

If you have any questions regarding the position requirements, please contact Dr. Cyndee Phillips, Vice President for Academic Affairs, via email at cphillips@ec.edu .

To learn more about becoming an Emmanuel Lion, visit our website at www.ec.edu today