

Martin Methodist College
Distance Learning Coordinator

The Distance Learning Coordinator will oversee the College's distance course offerings and provide training and technical support for faculty in the design/development and implementation of online, hybrid, and Web-enhanced courses.

Preferred Qualifications and Experience: Master's degree in instructional design/technology or a related field; three years' experience in higher education in an appropriate area of instructional design and delivery; proficiency with instructional software and learning management systems.

Key Duties and Responsibilities

1. Provide general support to instructors in instructional development, instructional design, and media materials and implementing pedagogy for technology enhanced environments.
2. Administer the LMS, trouble shoot technical issues and provide support and training to all instructors, students, and staff; coordinate the user management of the LMS
3. Support and assist users with issues related to online, hybrid, and enhanced courses, and technology in the classroom.
4. Provide workshops and online learning opportunities for instructors related to the LMS, and other distance learning and technology topics, including pedagogy and technology in online and traditional learning environments.
5. Test, evaluate, recommend, implement, and pilot new and emerging technologies that enhance learning.
6. Collaborate and cooperate with the Director of Instructional Technology in the planning, designing, promotion, teaching of educational technology workshops, and demonstrations developed for instructors using technology to enhance learning.

Qualified candidates should provide the following information to be considered: A copy of the candidates CV, a list of three referees, and academic transcripts from all institutions attended (unofficial transcripts can be used for the application process, but official transcripts will be required prior to any offer of employment). Screening of applications begins March 1, 2021.

Applications and nominations should be sent to the office of the Provost: Dr. Judy Cheatham
Martin Methodist College 433 West Madison Street Pulaski, TN 38478

For electronic submissions Email: ebass@martinmethodist.edu Submit application materials electronically or via U.S. Mail. No phone calls, please. Founded in 1870, Martin Methodist College is a four-year liberal arts college related to the Tennessee Conference of the United Methodist Church. On an historic campus located in Pulaski, Tenn., in the beautiful hills of southern Middle Tennessee, the college is convenient to both Nashville (70 miles to the north) and Huntsville, Ala. (40 miles to the south).
<http://www.martinmethodist.edu>