

Online Studies Assistant Instructional Designer

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for *Assistant Instructional Designer* who has a heart for Christ Jesus and students at the Jackson, Mississippi campus.

Responsibilities

The Assistant Instructional Designer (AID) works with Curriculum Coordinators, Online support team, and Faculty to buildout courses and enhance online teaching and learning activities within online courses. The AID is responsible for reviewing all development materials to ensure that they comply with the University's high standard of excellence. Interaction with faculty, staff, and developers is essential for the position and a friendly and cooperative spirit is important.

Qualifications

Applicants must have a bachelor's degree or higher in a related field. Excellent oral and written communication skills are essential as well as experience in an LMS is preferred. A love of learning and the ability to manage multiple assignments with sensitivity to deadlines and priorities is necessary. Applicants should have strong proof-reading skills to produce polished documents and advanced knowledge of most Microsoft Office programs, be detail-oriented, have excellent interpersonal skills, and have a problem-solving attitude. A working knowledge of Google sheets and Canvas course design would be an advantage. Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

Compensation

Compensation is commensurate with qualifications and experience. The University supplements major medical insurance.

Send:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ, your current relationship with Christ and describe your personal faith in a non-creedal form. Please click on this link - http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf - to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer, you will be asked to sign accepting this commitment.

Send all materials in one email attachment to: Joe Villarreal, Director of Canvas and Online Tech Support, at jvillarreal@belhaven.edu