

BELHAVEN UNIVERSITY

Coordinator of Instructional Services

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Coordinator of Instructional Services (CIS) who has a heart for Christ Jesus and students.

Description of Position

The Coordinator of Instructional Services (CIS) works with Instructional Designers to import the blueprint courses into the active course shells, adds the appropriate dates, and publishes the courses for student access. The CIS also reviews the active courses using a checklist to ensure the quality and standardization of courses and provides support for the active courses as called upon.

Responsibilities

- Setup the working spreadsheet for each term with dashboards and update daily from the section report.
- Review course content within Canvas using the review list and correct formatting errors as needed.
- Ensure that each course is setup correctly, with the appropriate dates, and published at least one week prior to the start of the term.
- Work with the Instructional Designers to correct courses throughout the term as needed.
- Other duties as assigned by the Director of Canvas Academic Services and Online Tech Support or the Associate Vice President for Adult, Graduate and Online Studies.

Qualifications

- Bachelor's degree from an accredited college or university or higher in a related field
- Excellent oral and written communication skills are essential
- Experience in Canvas is preferred
- 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
- Excellent interpersonal skills
- Have a problem-solving attitude

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.

Application Process

To be considered for this position, a complete application packet must be received. Complete Application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualification
- 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 and your current relationship with Christ.
- 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, or Email complete application packet to:

Lori Farmer
Division Administration Coordinator
Belhaven University
Adult, Graduate, and Online Studies
1500 Peachtree Street
Jackson, MS 39202
Email: lfarmer@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.