

# **BELHAVEN UNIVERSITY**

## **Instructional Designer**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Instructional Designer works with Curriculum Developers to complete the assigned new and major course revisions. This includes consulting with the Curriculum Developer on course design, reviewing submitted materials to ensure University standards are met, and building the finished syllabus into Canvas. This position is highly detail-oriented and requires attention to deadlines.

### **Responsibilities**

- Meet with Curriculum Developers following the process described in the Instructional Design Handbook.
- Make recommendations for the enhancement of online course layout and the integration of instructional strategies and technology.
- Review, format and edit all development materials to ensure they meet University standards and set final syllabus for each new course or major revision.
- Maintain workflow documents to ensure processes are well-documented. Keep progress on projects updated on Monday.com and communicate with coworkers using MS Teams.
- Build out new courses in the LMS, following best practices and department protocols. Create learning objects, rubrics, simulations, and other materials to enhance the student learning experience and set up LMS in alignment with the Course Developer and University standards.
- Stay abreast of current and emerging trends in course design, online teaching strategies, and technologies.
- Other duties as assigned by the Associate Vice President of eLearning and Educational Innovation.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree in a related field, preferably a Master's degree in Instructional Design.
- Excellent oral and written communication skills are essential.
- Strong proof-reading skills to produce error-free documents.
- Preferred 1-3 years' experience working in Curriculum or Instructional Design.
- Preferred completion of Canvas Certified Educator certification.
- Ability to manage multiple assignments with sensitivity to deadlines and priorities is necessary.
- Knowledge of Microsoft Office programs and detail-oriented.
- Excellent interpersonal skills and a problem-solving attitude.

### **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 an explanation of how your prior experience fulfills the above responsibilities and qualifications
- 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.  
<https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.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  
Executive Assistant  
Belhaven University  
1500 Peachtree Street, Campus Box 164  
Jackson, MS 39202  
Email: [lfarmer@belhaven.edu](mailto:lfarmer@belhaven.edu)

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