

SACRED HEART MAJOR SEMINARY

Director of Distance Education and Online Learning

Deadline: Materials submitted on or prior to April 16, 2018 will be given priority consideration.

POSITION SUMMARY

Reporting to the Dean of the Institute for Lay Ministry, the Director of Distance Education and Online Learning will lead the efforts of Sacred Heart Major Seminary to expand its reach in accord with an integral vision of the human person and a Catholic theology of vocation, discipleship, formation, ministry, and mission. The Director will collaborate closely with administrators, faculty, and staff, as well as various outside agencies, in the development, implementation, and ongoing improvement of high quality and pedagogically sound online and hybrid programs and offerings. As a member of the ILM team, the Director will passionately contribute to the integral formation of students to become joyful missionary disciples. This is a newly created full-time position requiring a combination of leadership and administrative skills, technological and pedagogical competence, theological/philosophical knowledge, and zeal for the New Evangelization.

ESSENTIAL DUTIES

- Provide strategic direction for distance education at Sacred Heart Major Seminary, aligning distance education with the seminary's mission, vision, and values.
- Lead distance education the planning, assessment, and improvement process.
- Facilitate the seminary's ongoing reflection on, and integration of, distance education in light of Christian anthropology, the Incarnation and sacraments, Catholic ecclesiology, and the tradition of Catholic thought and culture.
- Conduct research and champion quality standards and best practices to inform and support instructional design, online pedagogy, instructional technology, faculty evaluation, and distance education administration in a seminary context.
- Teach online classes in one's area of expertise as well as occasional seated courses.
- Liaise with the faculty on sound pedagogical applications of educational technology and promote professional development and training of faculty, staff, and administrators in the effective use of educational technology.
- Coordinate instructional design of online and hybrid offerings and seated courses that use the learning management system.

- Serve as a resource to the dean of studies in the recruitment, evaluation and development/training of online instructors based on the seminary's quality standards and best practices.
- Support development and delivery of specialized online student support and academic services that are pervaded by a spirit of accompaniment and hospitality (admissions, advising, financial aid, library, registrar, academic skills center, etc.).
- Collaborate with the dean of studies, IT, institutional advancement/marketing, finance, and other seminary offices on matters pertaining to distance education and online learning.
- Manage the distance education budget and contribute to budget development.
- Explore and cultivate collaborative relationships and strategic partnerships across the Archdiocese of Detroit and with outside agencies and organizations.
- Other duties as assigned

QUALIFICATIONS

- Terminal degree or licentiate from an accredited institution in Catholic theology, philosophy, Catholic studies, or closely related field
- Demonstrated excellence in higher education leadership and administration
- Minimum of five years teaching experience in theology, Catholic studies, philosophy, or a closely related field at a post-secondary institution
- Minimum of three years of online course design and instruction experience
- Demonstrated, broad knowledge of current instructional technologies and trends along with significant experience using a learning management system

OTHER REQUIRED KNOWLEDGE AND SKILLS

- Excellent leadership, organizational, technological, and relational, problem-solving, and networking skills
- Entrepreneurial spirit within a collaborative work ethic
- Effective written and oral communication and presentation skills
- Facility with a range of software applications and web-based information, communication, and multimedia platforms/systems and willingness to master current seminary technologies (Canvas, G Suite, Microsoft Office Suite, Zoom, etc.)
- Ability to provide and learn from constructive criticism and feedback with charity and humility
- Excellent time-management skills with flexibility to accommodate constituent schedules and time zone differences

Please submit curriculum vitae, listing three references to:

Attention: Dr. Matthew Gerlach, Dean of the Institute for Lay Ministry
 Email: gerlach.matthew@shms.edu

Mail: Sacred Heart Major Seminary
Attn: Dr. Matthew Gerlach, Dean of the Institute for Lay Ministry
2701 Chicago Blvd.
Detroit, MI 48206

Phone: 313-883-8710

Start Date: July 1, 2018 (negotiable)

Faculty Rank: Open

Compensation: Commensurate with experience.