

Job Description

Kingswood University

Position Title: Director of Kingswood Learn

Classification: Part-time

Responsible To: President

Purpose: To manage and grow the reach of Kingswood Learn as a resource for discipleship for the local and global Church.

Goal: To effectively administer the Kingswood Learn platform, ensuring an excellent user experience that expands the reach, influence, and enrolment of Kingswood Learn and its course offerings.

Responsibilities:

- Oversee the Kingswood Learn network, effectively serving learners, contributors, and our CampusEDU partner team in the maintenance and operation of the platform.
- Manage the user experience for both consumers and producers, ensuring an optimal environment for discovery, learning, assessment, and contribution.
- Collaborate with the CampusEDU team for troubleshooting, development, billing, and maintenance according to the terms of our agreement.
- Assess student submissions.
- As growth demands, recruit and manage a student submission assessment team.
- Manage the badging system, keeping accurate records of individual and bulk purchases, code redemption, and badges awarded.
- Establish quality benchmarks for user-submitted content and vet all submissions for distribution on the platform to ensure the Kingswood Learn brand quality is protected and the content aligns with the core Statements of Faith.
- Work with the Ministry Training Associate to develop and expand partnerships with churches, schools, etc. to open new markets within and beyond the Wesleyan denomination.
- Actively identify and initiate contact with pastors with the goal of discussing how churches can use Kingswood Learn as part of their discipleship and leadership development programs. Follow-up as needed.
- Regularly report to the Executive Vice President on suggestions for program additions and improvements.
- Assist the KU Marketing team with developing marketing materials for effective promotion and recruitment of Kingswood Learn.
- View this position as a ministry, encouraging people in their Christian walk as opportunities arise in the fulfillment of your responsibilities.

Qualifications:

- Excellent interpersonal, public speaking, and communication skills.
- Problem-solver and organized thinker, able to design creative solutions to meet unique needs with a clear path to execution.
- Self-starter with a continuous growth mindset, able to prioritize work and accomplish goals.
- Collaborative mindset, including ability to work with multiple teams.
- Administration skills with attention to detail and accuracy and a commitment to excellence.
- Effective with time and energy management and able to manage multiple projects at once.
- Understanding of and ability to communicate Christian values and beliefs to students.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information: Kingswood University is owned by The Wesleyan Church. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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