

Job Description

Kingswood University

Position Title: Director of Online Services

Classification: Full-time; Administrative Faculty

Responsible To: Executive Vice President

Purpose: To strengthen the local and global church by directing and expanding Kingswood Extended.

Goal: To ensure the educational mission of the institution is achieved through innovation at the highest possible level.

Responsibilities:

- Oversee the entire program of courses delivered through Kingswood Extended, expanding beyond the present list of certificate courses and degree programs, and exploring, expanding, and refining the present set of delivery modalities, among other responsibilities.
- Oversee and further develop the Kingswood Learn platform for lay leadership development, managing the user experience for both consumers and producers to ensure an optimal environment for discovery, learning, assessment, and contribution.
- Collaborate with the Campus EDU team for troubleshooting, development, billing, and maintenance of Kingswood Learn according to the terms of our agreement. • Supervise and foster the development of the Kingswood Extended staff. • Ensure student satisfaction and success in all online programs.
- Manage the Kingswood Extended office, resources, and budget.
- Design and implement spiritual formation components for Kingswood Extended degree programs.
- Develop and design (in tandem with appropriate internal stakeholders and the Board, where appropriate) new and innovative programs to grow online offerings and enrolment.
- Develop partnerships and innovative/customized programs with external organizations to offer educational opportunities to new markets.
- In collaboration with the Executive VP, continually market Kingswood Extended to local churches and districts.
- Assume teaching responsibilities in on-campus or online classroom instruction as opportunities and margin allow.
- Collaborate with the Vice President for Institutional Effectiveness in evaluating the operation of the department, its programs, and the development and implementation of new initiatives.
- Travel to represent and promote Kingswood Extended and Kingswood University externally.
- Report to the president as requested, and to the board of trustees semi-annually on the

progress and success of the Kingswood Extended department.

- View your position as a ministry, including mentoring students in their Christian walk as opportunities arise in the fulfillment of your responsibilities.
- Such other duties related to Kingswood Extended as are required to accomplish the mission of Kingswood University.

Qualifications:

- Earned doctorate in Bible, theology, or a related field preferred. Master's degree with significant work experience required.
- Ability to pursue, manage, and monitor multiple integrated opportunities simultaneously to meet performance goals.
- Highly effective with project management, self-motivation, ability to execute, goal accomplishment, and work prioritization.
- Strong leadership and supervisory abilities.
- Good interpersonal communication skills, including listening, relating, diplomacy, tact, and creative problem solving.
- Positive personal characteristics of attitude, flexibility, initiative, persistence, professional appearance and presentation, and team spirit.
- Strategic thinker.
- 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, including maintaining a non-intimidating, harassment-free work environment.
- Integrity and moral excellence, living above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in the fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritizing students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information: Kingswood University is owned by The Wesleyan Church of North America. 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.