



## **JOB DESCRIPTION**

### **Instructional Designer and LMS Administrator**

#### **Purpose:**

Union Presbyterian Seminary seeks a creative and service-oriented **Instructional Designer and LMS Administrator** to enhance the quality of theological education across online, hybrid, and in-person learning formats. This position also supports the broader integration of educational technologies across both the curriculum and non-degree offerings.

This role is ideal for someone passionate about the intersection of faith, pedagogy, and technology. The Instructional Designer and LMS Administrator works collaboratively with faculty and staff to design engaging courses and learning experiences, support educational technology tools, and manage Union's Canvas learning environment. The position reports to the Vice President for Academic Affairs & Academic Dean and works closely with the Information Technology team to ensure alignment between academic and technical infrastructure.

#### **Responsibilities and Duties:**

##### Instructional Design (40%)

- Conduct instructional needs assessments and recommend solutions
- Collaborate with faculty to design, develop, revise, and enhance courses across online, hybrid, and in-person modalities
- Apply best practices in pedagogy and adult learning theory to support theological education
- Develop and maintain course templates, design standards, and style guides
- Create multimedia materials, interactive learning experiences, and assessment strategies aligned with course objectives
- Design and deliver professional development workshops and resources to enhance faculty pedagogical skills and technology integration
- Support faculty in migrating courses to online or hybrid formats

##### LMS Administration (35%)

- Serve as primary administrator for Canvas LMS, including course shell creation, term rollovers, and system configuration
- Coordinate with the systems administrator to manage third-party integrations (e.g., Zoom, Hypothesis) and core system
- Assist the systems administrator with Canvas security posture and compliance
- Provide timely technical support and Canvas training to faculty, staff, and students
- Troubleshoot system issues and liaise with vendor support as needed

- Generate and interpret reports to support continuous improvement and accreditation needs

#### Educational Technology Support (25%)

- Monitor trends and innovations in digital learning and theological education
- Evaluate and implement new technologies that enhance learning and faculty effectiveness
- Support compliance with accessibility standards, quality matters, and universal design for learning (UDL) principles
- Deliver one-on-one coaching, group workshops, and self-paced learning modules on instructional technologies
- Assess the effectiveness of educational technology implementations and recommend improvements

#### **Knowledge, Skills, and Personal Qualities:**

- Bachelor's degree in instructional design, educational technology, or a related field (required); master's degree preferred
- Minimum 3 years of instructional design experience, preferably in higher education
- Experience administering Canvas or another major LMS; Canvas certification preferred
- Deep understanding of pedagogy, online learning, and adult education principles
- Experience designing and facilitating adult professional development programs
- Strong interpersonal skills and a service-oriented approach to faculty, staff, and student support
- Familiarity with accessibility standards (e.g., WCAG, Section 508) and UDL frameworks
- Experience with data-informed course design, including learning analytics
- Proficiency with content creation tools (e.g., Adobe Creative Cloud, Canva)
- Project management skills and ability to manage multiple priorities
- Commitment to the mission, values, and ecumenical spirit of Union Presbyterian Seminary
- Creativity and openness to innovation within a collaborative environment

#### **Working Conditions:**

- Standard work hours: Monday–Friday, 8:00 a.m. - 4:30 p.m., with occasional evening or weekend work
- Remote or in-person; if remote, presence on the Richmond or Charlotte campus may be required approximately three times per year
- Full-time, exempt position with comprehensive benefits

#### **Compensation and Benefits:**

- Salary: Competitive and commensurate with experience
- Benefits include health, dental, and vision insurance; employer-sponsored retirement plan; and a generous paid vacation and holiday schedule

Please submit a cover letter and CV or resumé to [sarah.amick@upsem.edu](mailto:sarah.amick@upsem.edu). Review of applications will begin immediately and continue until position is filled.