



PENTECOSTAL

THEOLOGICAL SEMINARY

a Church of God ministry

Assistant Director of Online Learning Job Posting

The Pentecostal Theological Seminary announces the following full-time position (40 hours/week). The compensation and benefits for this position will be discussed during the interview process.

To Apply:

Please submit an application and resume to jterpstra@ptseminary.edu. The application will be forwarded via email when the resume is received. The office is located at the Pentecostal Theological Seminary, 900 Walker Street NE, Cleveland, TN 37311.

Review of applicants will begin immediately and continue until a candidate has been selected. Interviews will begin for qualified applicants as applications are received and the position will be open until filled. If you are selected to take part in the interview process, you will be contacted and provided instructions for the interview.

Core responsibilities:

- The ADOL shall assist the DOLID (Director of Online Learning & Instructional Design) in matters related to faculty instruction and student inquiries regarding the PTS Online platform (Populi).
- The ADOL shall monitor the completion of the online orientation process for the incoming students.
- Per the direction of the DOLID, the ADOL shall direct the Graduate Assistants, and occasionally participate, in facilitating the operation of the on-campus/synchronous hybrid classes.
- Per the direction of the DOLID, the ADOL shall experiment, and thereafter make recommendations, for new hardware and digital devices to enhance the PTS online learning.
- Per the direction of the DOLID, the ADOL shall monitor and help facilitate the effective use of Zoom accounts for classroom instruction.
- Per the direction of the DOLID, the ADOL shall assist the DOLID on matters of communication with the faculty, staff, and students on behalf of the PTS Online Learning Office.
- The ADOL shall make recommendations to the DOLID and the Dean on matters related to instructional design.
- The ADOL shall support the work of the DOLID in all other areas of PTS online learning as directed.

Required Education and Experience

- Accredited bachelor's degree
- Bilingual English/Spanish
- Working Knowledge of Microsoft Office and Google Workspace

Preferred Education and Experience

- Previous work experience in an online learning environment
- Proficient in the use of Microsoft Office and Google Workspace
- Previous work experience in higher education including learning management systems

Pentecostal Theological Seminary is an equal opportunity employer and does not discriminate in provision of its education and employment programs and services on the basis of race, color, national or ethnic origin, sex, pregnancy, disability, age or covered veteran status. PTS participates in the E-Verify program.

As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to be committed to the absolute authority of Scripture and the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and agree to conduct his or her life in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, and Doctrinal and Practical Commitments.