

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Director of Lifelong Learning
DEPARTMENT: Education Beyond the Walls (EBW)
REPORTS TO: Vice President for Education Beyond the Walls
FLSA STATUS: Non-Exempt
DIRECT REPORTS: Student workers

SUMMARY: Director of Lifelong Learning leads the development, implementation, promotion, and management of educational opportunities to fulfill the mission of Education Beyond the Walls (The Office of Continuing Education) and Austin Seminary.

The person in this position needs curiosity and imagination; the ability to think theologically, strategically and tactically; demonstrated commitment to the church as it is and is becoming; the capacity to thrive in the spaces between academy, church and emergent realities; facility in moving from idea to action; and skills in program execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversee design, planning, promotion, implementation and evaluation of educational programs.
- Develop and cultivate partnerships for learning opportunities.
- Manage online learning platform and e-learning content.
- Supervise database management.
- Work with staff to develop marketing and communication plan
- Represent EBW with external constituencies.
- Maintain cooperation and collaboration with other departments.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master of Divinity or related degree.

Experience: 3+ years program-related work

Special Requirements/Skills:
Strong oral and written communication skills.
Facility with public presentations and written communication.
Strong interpersonal skills.

Employee:

Date:

Supervisor:

Date:

Human Resources:

Date: