



**THORNELOE**  
UNIVERSITY  
AT LAURENTIAN

## School of Theology

### **Registrar & Distance Education Coordinator, Part-time**

Thorneloe University invites applications for the position of Registrar & Distance Education Coordinator of our School of Theology. Rooted in the Anglican tradition, the School of Theology offers a Certificate for Anglican Lay Leaders, a Diploma in Theology, and a Bachelor of Theology.

#### **Responsibilities:**

- Primary contact for student enquiries
- Managing enrollments
- Approving and issuing grades and transcripts
- Maintaining a relational student database in Filemaker Pro
- Managing online programming
- Assisting in the preparation and revision of online courses using Dreamweaver CC for AODA-compliant delivery in D2L and Moodle
- Working collaboratively with the Director of the School of Theology

#### **Qualifications:**

- Strong communication and organisational skills
- Proficiency with Microsoft Office, Filemaker Pro, D2L, and Moodle
- Expertise in different distance education platforms, especially DSL and Moodle.
- Experience of delivering distance education
- Experience of academic administration
- Awareness of the Anglican theological tradition

This part-time/flexi-hour position is remunerated at one day a week, \$25.00 an hour, \$8,450.00 a year. While Thorneloe University is located in Sudbury, Ontario, the work of the Registrar & Distance Education Coordinator may be done at a distance.

**Starting date:** 1 January 2020

To apply, please send a Letter of Application and a Résumé to the President of Thorneloe University, Dr John Gibaut, at [president@thorneloe.ca](mailto:president@thorneloe.ca)