

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Sport Management Course Developer

**Department:** MBA Program

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- Demonstrate commitment to the essentials of the Christian faith.
- Commit to the mission and vision of Oklahoma Baptist University.
- Maintain active membership in a local evangelical Christian church.
- Treat people with dignity and respect.
- Build relationships on honesty, integrity, and trust.
- Strive for excellence through teamwork, leadership, and a strong work ethic.

### **Purpose:**

The Dickinson School of Business invites applications for a course developer who can develop sport management courses at the graduate level in an 8-week, online format. Courses to be developed include one or more of the following courses: MGMT 6133 Contemporary Issues in Sport Administration, SAR 6113 Sport Law & Risk Management, MGMT 6123 Facilities & Event Management, and SAR 6103 Advanced Ethics in Sports. Course descriptions may be found in the university's catalog: <https://bit.ly/OBUCat>

### **Essential Functions:**

- **Curriculum Design:** Develop course objectives, learning outcomes, and lesson plans that align with the subject matter and target audience.
- **Content Creation:** Create engaging multimedia content including videos, presentations, quizzes, assignments, readings, and interactive elements.
- **Instructional Design:** Apply pedagogical principles to design effective learning experiences, ensuring content is structured in a logical and sequential manner.
- **Technology Integration:** Utilize learning management systems (LMS), authoring tools, and multimedia software to deliver content effectively online.
- **Assessment Development:** Design formative and summative assessments to measure student learning and provide feedback for improvement.
- **Accessibility Compliance:** Ensure course materials meet accessibility standards, making them usable for all learners, including those with disabilities.
- **Multimedia Production:** Record and edit video/audio content, create graphics, and design visually appealing materials to enhance learning.
- **Quality Assurance:** Review course materials for accuracy, relevance, and effectiveness, and continuously improve content based on feedback and evaluation.

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- **Collaboration and Communication:** Work with subject matter experts, instructional designers, and multimedia specialists to develop and refine course content.
- **Project Management:** Coordinate timelines, resources, and stakeholders to ensure the timely development and delivery of online courses.
- **User Experience (UX) Design:** Design intuitive interfaces and navigation pathways to optimize the online learning experience for students.
- **Community Building:** Foster a sense of community and engagement among online learners through discussion forums, group activities, and collaborative projects.

### Other Duties

- Work with the MBA Director to develop Student Learning Outcomes and appropriate assessment measures for the course(s) being developed.

### Qualifications:

#### Required:

- Ability to develop courses in sport management online
- Strong communication skills
- Master's degree with eighteen (18) graduate hours in sport management.
- Be proficient in office technology, office software (including various Microsoft tools), and Learning Management Software (OBU currently uses Canvas as its LMS).
- Sufficient mobility and physical stamina to teach online courses.

#### Preferred:

- A terminal degree (D.B.A. or Ph.D.) in a sport management related field is strongly preferred
- Successful course development and teaching experience at the university level and industry experience

#### Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University and the Paul Dickinson School of Business
- Must be an active member of an evangelical\* church in one's community of residence, willing to teach in accordance with the Baptist Faith & Message 2000, and in agreement with the university's policy on human sexuality (provided by HR upon request).

\*Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

**\*\*Please apply using the link for "Administrative Applications" on the OBU website at <https://www.okbu.edu/hr/jobs.html>.**