

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Economics and Accounting  
Course Developer

**Department:** Online Business  
Administration

### **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 must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The Dickinson School of Business invites applications for a course developer who can develop accounting and/or ECON courses at the undergraduate level in an 8-week, online format. Courses to be developed include one or more of the following courses: ACCT 2013 Principles of Accounting I, ACCT 2023 Principles of Accounting II, ECON 2013 Principles of Economics: Macro, and ECON 2023 Principles of Economics: Micro. 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.
- **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.

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- **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.

### **Required Qualifications:**

- Ability to develop courses in sport management online.
- Strong communication skills.

### **Education:**

- A terminal degree (D.B.A. or Ph.D.) in a sport management related field is strongly preferred; minimum requirements include a Masters degree with eighteen (15) graduate hours in sport management.

### **Equipment:**

- Be proficient in office technology, office software (including various Microsoft tools), and Learning Management Software (OBU currently uses Canvas as its LMS).

### **Special Requirements:**

- Commitment to the vision and mission of Oklahoma Baptist University and the Paul Dickinson School of Business.
- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to 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 “Faculty Applications” on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>