General Summary
The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements and provides them with a variety of enrichment benefits. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students each year. Our organization is driven and guided by five core values: Integrity, Continuous Improvement, Community, Access & Inclusion and Understanding. Our team members are passionate about the work they do and are always encouraged to express their ideas.

Occupational Summary: The Online Programming Coordinator for Educational Innovation and Online Learning will plan, coordinate, and administer curricular and instructional aspects of and provide operational support for online programs, activities, and experiences within the TIP Educational Innovation and Online Learning (EIOL) division. The goal of the Coordinator’s efforts, in partnership with the EIOL team, is to 1) coordinate the curriculum and instruction components of high-quality online learning for secondary students and 2) help foster a thriving user experience and digital community. This position will be primarily dedicated to the coordination, administration, and expansion of TIP’s eStudies program, while also assisting with the development, administration, improvement, and expansion of other online learning resources and experiences for TIP students, parents, teachers, and alumni consistent with organizational and divisional strategic planning. This position will report directly to the Director of Curriculum and Instruction for Online Learning, TIP EIOL division. This position is based in Duke TIP’s office in Durham, NC.

Work Performed:

Curriculum & Instruction

Coordinate the development and revision of curricula for Duke TIP’s eStudies online program for academically gifted seventh- through tenth-grade students. Oversee the curriculum development for new eStudies courses
and the review of curricula in existing courses, suggesting revisions as needed to ensure instructional materials and activities, as well as integration of instructional technology, are consistent with the instructional, digital-community, and user-experience philosophies and best practices of Duke TIP in general and of the eStudies program model in particular.

Interview, hire, train, and supervise academic seasonal staff, including content experts, curriculum developers, instructors, and academic coordinators, necessary for the successful delivery of the eStudies programs and other assigned programming and activities.

Oversee and monitor the academic components of the eStudies program. Serve as primary point of contact, resource and advisor to academic seasonal staff in the eStudies program regarding curriculum and instruction issues, program policy, and student discipline during program operation.

Respond to crisis situations involving academic seasonal staff in the eStudies program; advise Duke TIP Human Resources, the Director of Curriculum and Instruction for Online Learning, and the Director of Educational Innovation and Online Learning on situations requiring intervention or follow-up.

Respond to crisis situations involving students in the eStudies program; advise the Director of Curriculum and Instruction for Online Learning, the Director of Educational Innovation and Online Learning, the Executive Director, and appropriate Duke University personnel on situations requiring intervention or follow-up.

Communicate with parents of students with academic and or social-emotional concerns both during eStudies program operation and after the program’s close, advising of actions related to any academic discipline or social-emotional concerns, including dismissal from program and restrictions on future program participation.

**Program Administration**

Assist with the development, evaluation, and revision of program policies, procedures, and risk-management strategies for staff and students participating in the eStudies program. Develop and maintain internal and external documentation and materials to communicate policies and procedures effectively.

Collaborate with the divisional operations team to provide information (e.g. promotional copy, course offerings and descriptions, timelines) for the eStudies program necessary for marketing and outreach efforts, application and financial aid processing, as well as effective communication with students and families before, during, and after the program experience.

Collaborate with the divisional operations team and TIP’s IS/IT staff to ensure effective management of learning-management system sites and other online resources and tools; student account creation and management; and necessary customer-service and IT support processes for eStudies.

Collaborate with the divisional operations team on the development, distribution, and processing of student and staff evaluations at the conclusion of the eStudies program. Report evaluations and written summary assessment to the Director of Curriculum and Instruction for Online Learning, the Director of Educational Innovation and Online Learning, and other staff members as directed. Prepare annual report on the curricular and instructional components of the program.

Assist in the development and management of the budget and financial data for the program. Provide necessary reports to Educational Innovation and Online Learning and Finance staff.

Assist in the development and implementation of plans for strategic growth and improvement of the eStudies program. Prepare reports and recommendations for annual retreats and regular planning meetings as needed.
Represent assigned programs on behalf of Duke TIP's Educational Innovation and Online Learning management as directed; serve on various committees and attend professional meetings as appropriate.

**New Programming Development and Support**

Assist the Director of Curriculum and Instruction for Online Learning and the divisional curriculum and instruction team with developing, implementing, evaluating, and revising curricular and instructional models and content for new programs, experiences, and resources (e.g. online book club, moderation of and user support for informal social-learning experiences and communities) serving the entire 500,000+ student population of TIP’s two talent searches, as well as opportunities for other stakeholders, including parents, educators, and alumni.

Assist the Director of Online Learning Operations and the divisional operations team with developing, implementing, revising, and documenting operational and user-support processes, systems, and policies for new programs, experiences, and resources (e.g. online book club, moderation of and user support for informal social-learning experiences and communities) serving the entire 500,000+ student population of TIP’s two talent searches, as well as opportunities for other stakeholders, including parents, educators, and alumni.

Collaborate with internal TIP departments (e.g. admissions, marketing, development and alumni relations), as needed to facilitate the development and delivery of new programming and experiences.

Perform other related duties incidental to the work described herein.

**Required Qualifications**

**Education:** Bachelor’s degree required.

**Experience:** This position requires at least three years of experience in an educational setting, including a combination of teaching, curriculum development and/or program coordination.

**Preferred Qualifications:** Experience working with academically gifted students in a middle- or high-school setting, program administration, project management, and supervisory experience is highly preferred. Experience teaching and/or designing curriculum in mathematics or science; experience evaluating curriculum in multiple academic disciplines; and experience with instructional technology and Web 2.0 tools is preferred.

**Skills:** Work requires an excellent ability to collaborate with people in a fast-paced team environment; proven planning, organizational, and analytical skills; excellent written and oral communication skills; and a strong student and customer focus.

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