



Location: Garland, TX  
Category: Instructional Services Assistant  
Application Due: Open Until Filled  
Type: Fulltime

Amberton University is accepting applications for the position of Instructional Services Assistant. Amberton University, a leader in adult oriented education since 1971, offers bachelor's and master's degrees at the main campus in Garland, TX, the University's center in Frisco, TX, and online.

The Instructional Services Assistant is responsible for performing detailed and complex tasks in support of the Instructional Services Office, specifically assisting faculty in providing those resources required for the instructional process. Perform duties including general correspondence, filing, record keeping, etc. and will also provide support for the Academic Services area as needed.

**Location:** Garland, TX  
Full-time on-campus position

**Benefits:** Health, vision, dental, life/ADD, PTO, retirement/pension

**Position Requirements:**

- Instructional and Faculty Support
  - Assist faculty with the instructional design process of courses.
  - Provide technical, logistical and instructional support for faculty in lecture and distance learning courses.
  - Communicate, as needed, with all faculty members.
- Records management as it relates to new faculty onboarding, training completed by faculty, etc.
- Operate and maintain office equipment (i.e., high speed printer/copy)
- Coordinate the preparation, duplication and distribution of course materials as needed for faculty members.
- Prepare course syllabi templates for each course and review submitted syllabi from faculty members.
- Onboard and train new faculty members on University software systems and procedures.
- Collect textbook information each session from faculty members and provide to the University's bookstore.
- Review course materials each session in Moodle LMS for correct and accurate information.
- Provide technology support to faculty members as needed.
- Assist the Academic Services Office at various times, including meetings, dinners and graduation ceremonies.

- Ability to work nights/Saturday as needed
- Perform other duties, as assigned by the Academic Dean and/or President.

**Qualifications:**

- Bachelor's degree required, Master's degree preferred.
- Strong written and verbal communication skills.
- Experience with training individuals in procedures and software usage.
- General office skills and experience.
- Competency and accuracy in proofreading and reviewing various documents and information related to Instructional Services.
- Knowledge and capabilities in the use of Word, Excel and other office software packages.
- Ability to manage multiple tasks in a collaborative manner.

**Applicant Information:**

Submit employment application, vita/resume, cover letter describing how applicant meets the qualifications and references to:

Amberton University  
ATTN: Dr. Paul Burton  
Academic Dean  
13601 LBJ Freeway  
Garland, TX 75041

Email: [PBurton@Amberton.edu](mailto:PBurton@Amberton.edu)  
FAX: 972-279-9773

**Amberton University is an Equal Opportunity Employer**

Amberton University operates in accordance with Christian principles and considers it unethical, as well as illegal, to discriminate on the basis of race, color, religion\*, age, sex, non-disqualifying handicap, or national or ethnic origin in admissions, employment opportunities, educational programs, or activities which it operates.

\*While Amberton does not discriminate on the basis of religion concerning admission, the University does discriminate on the basis of religion concerning employment. Because the University is committed to Christian ethics, a Christian belief is required of employees.