



GENERAL CONFERENCE JOB OPPORTUNITY

TITLE: Educational Research Specialist	DEPT: Archives, Statistics, & Research (ASTR)
SUPERVISOR: David Trim	SUPERVISOR TITLE: Director
POSITION WAGE CLASS: Salaried (full-time)	REMUNERATION RANGE: 89% - 104% 89% = \$2,667.54 bi-weekly MD area remuneration – 104% = \$3,117.23 bi-weekly MD area remuneration

ESSENTIAL JOB FUNCTIONS:

- Contributes to research projects as assigned by ASTR Director, including both undertaking self-directed original research, drafting reports on research for GC and other denominational leaders, and/or writing sections of research reports
- Assists supervisor and director in developing research reports for publication as books and articles
- Drafts and presents scripts for “This Week in Adventist History” and other television broadcasts and webcasts
- Prepares talking points for and contribute to ASTR podcasts
- Drafts text and identifies photographs for ASTR posts on social media and television broadcasts
- Researches Adventist history and theology, preparing syllabi and supporting materials, and recording segments as needed for online courses.
- Prepares and presents papers on Adventist history and theology at academic and church conferences
- Writes articles on Adventist history, theology, and current issues for magazines, websites, and/or scholarly journals
- Assists with editing ASTR publications, reports, and other materials
- Prepares bibliographies and other educational resources on Adventist history
- Develops and implements educational programs for elementary, high schools and colleges-level students and teachers
- Assists internal/external researchers at the GC Archives Research Center
- Works with Digital Records Manager on projects as assigned
- Must be a member in regular standing of the Seventh-day Adventist Church.
- Must maintain a regular and reliable attendance schedule.
- Other duties as assigned.

EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> • Master’s degree (MA/MSc) in research and/or education-related field required. PhD in Humanities preferred. • At least five years of successful work experience in education and/or research required. Teaching experience preferred. • Must be a published writer (ie. opinion, church, and peer-reviewed journals, etc.) and experienced presenter at conferences and workshops.
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Knowledge of principles and policies of the General Conference and beliefs of the Church. Knowledge of church structure and organization. • Knowledge of research and educational principles and demonstrated research ability. Ability to manage both clerical and professional staff. • Strong analytical abilities. Proven ability to present publicly on research and/or to conduct training of professionals. • Well-developed skills in MS Office Suite (Excel, Word, and PowerPoint). • Must be courteous, have good communication skills, be self-motivated with the ability to complete tasks without supervision. • Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances, including interacting with tour groups. • Advanced command of English language, including verbal and written forms essential.