

Academic Coordinator – CBTE Programs

Campus of Trinity Western University, Langley, BC



Learning to lead like Jesus.

About Us

At Northwest College & Seminary, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 40	Posting Date: March 12, 2026	Application Deadline: April 10, 2026
Position Status: Full Time	Hours/Week: 37.5	Remote Work: May be available up to 20%

The position is responsible for providing academic coordination services for Northwest CBTE and Life-Long Learning Programs, including program evaluation, and support and maintenance of the Northwest Learning Management System (LMS).

What you'll be doing

Your work life will include:

- 1. Course programming of Northwest CBTE and Life-Long Learning programs:**
 - a. Organizes & manages instructional seminar cycles (English BAEL, MABL, MDV; Lifelong Learning):
 - i. Collects and reviews syllabi each semester.
 - ii. Arranges instructional plans for the academic year.
 - iii. Oversees seminar and Life-Long Learning registration.
 - iv. Support the Student Services Coordinator with student admissions and registration
 - b. Manages the semester schedule, arranges classroom bookings, and liaises with instructors for the English BAEL, MABL and MDIV instructional seminars.
 - c. Schedules and manages Capstone interviews.
 - d. Coordinates program meetings as needed.
 - e. Collects and reviews course syllabi.
 - f. Maintains program master documents and archives.
 - g. Prepares the LMS to host instructional events.
 - h. Prepares the LMS to host CBTE program curricula.
 - i. Archives and manages video instructional content.
 - j. Maintains program information on the Northwest website.
 - k. Updates Academic Catalogue

2. Maintains adjunct and overload contracts.

- a. Creates, verifies, files, and updates as needed, adjunct and overload contracts for the Northwest CBTE programs.
- b. Maintains a master record of all stipends and related budget commitments.
- c. Works with the Northwest bookkeeper to ensure stipends are paid on time.

3. Program Assessment

- a. Implements and monitors the monthly assessment cycle.
- b. Creates, administers, and summarizes course evaluations and makes recommendations for improvements based on student feedback.
- c. Working with the Provost helps coordinate the artifact reviews for all Northwest programs.
- d. Tabulates the CBTE outcome and course survey results for monthly reports.
- e. Assists the Provost by identifying areas for improvement in Northwest Academic offerings.
- f. Assists with report writing for the annual assessment cycle; assists with report writing for higher education accrediting bodies.
- g. Assists with the preparation of Student progress and Engagement reports

4. Scheduling

- a. Works with program managers and program directors to draft course schedules.
- b. Compiles and maintains a master operations schedule incorporating all Northwest CBTE and Life-Long Learning programs.
- c. Advises the Provost and program managers of upcoming learning events on a monthly basis.

Compensation

The salary range is \$50K -58K annually, depending on level of experience.

Benefits & Perks

- Extended health & LTD
- 3 weeks' vacation
- Christmas holiday shut down
- 5% retirement savings plan (after one year)
- Working with a great team of people!

About You

You are a committed follower of Jesus and are kind, caring and compassionate. You also have the following skills:

Job-Related Technical Skills

Skills	Proficiency Level
Administrative support skills	Advanced
Microsoft Office suite/ Adobe Acrobat	Advanced
Scheduling and communication software	Intermediate
Command of English language written and verbal communication skills, translation skills. Knowledge of Korean, Spanish, or French an asset.	Advanced
Comfortable with computers and adopting technology best practices	Intermediate
Comfortable posting instructional materials and curricula on the LMS (editing websites)	Intermediate

Position Success Traits

To be successful in this role, the incumbent should demonstrate the following:

- Planning / organization skills / time management
- Innovation & creativity
- Analytical & critical thinking
- Quality, accuracy & attention to details
- Initiative
- Interpersonal skills and relationship building
- Service orientation
- Process-oriented
- a 'refiner' by nature
- Drive for results / tenacity / bias for action
- Continuous learning and remaining up to date on current best practices in related field

Education/Training/Experience

Education/Training/Experience	Required	Preferred
Bachelor's Degree in a related field	x	
Master's Degree in theological education or equivalent		x
Experience in educational administration	x	
Experience using Microsoft Office tools and creating documents, reports or research papers.	x	
Fluent in English (written and spoken)	x	
Knowledge of Korean, Spanish or French (written and spoken)		x

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 40** in the subject line. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Please note that Northwest conducts criminal background checks for all final stage candidates.

We sincerely thank all applicants for their interest in Northwest College & Seminary.