

## eSports Management/Business Curriculum Specialist Job Description

<b>Position: eSports Management/Business Curriculum Specialist</b>	<b>Department: Esperanza College</b>
<b>Reports to: Associate Dean of Academic and Student Success</b>	<b>FLSA Status: Exempt</b>
<b>Created: March 20, 2023</b>	<b>Classification: Regular Full-Time</b>

Esperanza College of Eastern University, a faith-based higher education institution has an opening for a full-time (40 hours/week) eSports Management/Business Administration Curriculum Specialist for its Title V project called Expanding Hope, a five-year grant funded by the U.S. Department of Education. The eSports Management Business Administration Curriculum Specialist helps facilitate Esperanza College’s expansion of online curricular offerings. The Curriculum Specialist assists the Associate Dean for Academic and Student Success by growing the programs, providing overall coordination of the programs, mentoring and advising students, conducting community outreach, coordinating adjunct instructors, and limited teaching responsibility.

### Responsibilities

- Provides overall guidance and management of the eSports Management and Business Administration programs including designing and developing online/hybrid courses, developing academic plans, and programs goals that promote innovation, growth, and continuous program improvement.
- Assists the Associate Dean for Academic and Student Success in identifying, hiring, mentoring, and evaluating program faculty.
- Recommends changes in the curriculum to the Esperanza College Educational Policy and Curriculum Committee with the supervision of the Associate Dean of Academic and Student Success
- Collaborates with Online Learning Coordinator and Multimedia Instructional Designer and Academic personnel as needed regarding course development, revision, conversion, and assessment ensuring integration of appropriate technology (BrightspaceD2LManagement Learning System and other multi-media resources)
- Attends professional development sessions with Title V Online Learning Coordinator and external consultants to include Quality Matters (QM) principles, Peralta Online Equity Rubric system training, and/or other training opportunities as provided to meet institutional goals.
- Fosters relationships with local eSports and Business professionals and organizations that will serve as mentors and internship sites for Esperanza College students.
- Responsible for preparing and maintaining academic and administrative reports including but not limited to Title V progress reports, student learning assessments, retention and graduation reports, grant outcomes, and Title V yearly external evaluation.
- Mentors and advises program students.
- Supports the Title V Project Director with the purchase of supplies and equipment for the eSports program.
- Supports college outreach activities that provide enrichment to the program, students, and the community.

### Qualifications Required

- Master’s degree from an accredited college or university in Business, Management, eSports, Media, or related field with 2-3 years of experience in curriculum development, instructional design, higher education, or teaching at the college level preferably online is required. A terminal degree is preferred.
- Demonstrated current knowledge of relevant computer hardware, software, learning management systems, Quality Matters, and web resources.
- Skillful in providing culturally sensitive and spiritually centered guidance to a diverse student body.
- Able to operate in concert with the mission and doctrinal statements of Esperanza College and Eastern University is required.
- Keen attention to detail, effective interpersonal (written and oral) communication skills, taking initiative, and strong customer service skills are essential to this position.
- Bilingual (fluent in written and spoken English and Spanish) required.

Interested candidates may email resume and cover letter to Shelby McMillian at [smcmillian@esperanza.us](mailto:smcmillian@esperanza.us)