Position Title: Curricular Product Development and Management Specialist

Status: Exempt, 37.5 Hours/week

Summary of Responsibilities: The Curricular Product Development and Management Specialist (“Specialist”) is responsible for developing and implementing a comprehensive infrastructure to deliver content to new communities of learners at Iliff. The Specialist will help build collaboration between faculty and staff at Iliff, and communities of learners, businesses, and other constituencies to develop an outward facing curriculum and facilitate learning programs to suit diverse needs of clients. They will oversee the production and distribution of classroom, webinar, online learning, and video-led training to a variety of markets and industries. The Specialist will help build and support new initiatives at Iliff that meet the needs of non-academic constituencies, and will recommend learning solutions to businesses and learners that will enable them to build capacity in creative, ethical, and innovative ways. This person will report to the Vice President of Innovation, Learning, and Institutional Research for Iliff.

Primary Responsibilities:

- Designs and creates engaging eLearning and non-digital curricula to deliver by classroom, webinar, eLearning and video-led training opportunities to align with learner/customer needs and business goals.
- Leads and develops a collaborative team of faculty, facilitators, instructional designers, and coordinators.
- Creates and maintains standard operating procedures for course content development for professional students and community learning.
- Tracks participants, maintains and distributes records of participation and completion when necessary.
- Executes business development strategies by collaborating with business leaders to assess needs to activate learning experiences. Guides stakeholders through a shared and collaborative decision-making process.
- Leverages workforce analytics to develop and evaluate solutions.
- Promotes existing and new programs and/or policies.
- Works closely with the Chief Advocacy & Communications Officer to develop and manage brand, build marketing collateral, and deliver positive communications and sales products using electronic, print, and social media to highlight brand integrity and design principles for an integrated learning and development portfolio.
- Works closely with the Chief Technology Officer on LMS product design, implementation, and execution of technological needs to support content delivery.
- Works with the Advancement/Alumni Office to develop, coordinate and evaluate programs and projects to promote alumni/ae relations and educational programs designed to connect alumni/ae through academic channels such as the Renewal Conference and ReSource workshops.
**Required Qualifications:**

- Bachelor’s degree (BA) from an accredited four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience.
- Alignment with Iliff’s core values of critical thinking and social justice.
- Excellent communication skills.
- Appreciation of higher ed, and desire to bring liberal arts learning experiences to a much wider and more diverse group of people than typically enroll in degree programs.
- Knowledge of formats and experiences that are accessible and engaging to businesses, community groups, and community members outside academia.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Ability to handle complex project management-related tasks and oversight.

**Preferred Qualifications:**

- Experience as E-Learning Developer or Designer
- A working knowledge of pedagogy principles, adult learning theories, and modern learner models.
- Experience with Customer Relationship Management (CRM) software.
- Facility with social media and marketing.
- Experience in working with diverse populations of staff, faculty, and learners, and ability to interpret these groups to one another.
- Ability to develop and maintain high quality relationships through telephone, written materials, and personal contact.
- Able to be self-directed and work with limited day-to-day supervision and as a part of a collaborative team.
- Ability to travel in and out of state (as required).

**Physical Requirements:**

Good manual dexterity, eye-hand coordination and the ability to use hands in quick, repetitive motion is required to perform data entry and operate common office equipment. Accounting work requires extended periods of time in a seated position. Light physical activity including occasional bending, squatting, standing, walking and lifting lightweight materials up to 35 pounds. Ability to independently travel to destinations.

**Work Required Outside of Monday through Friday Business Hours:**

Some early arrival, nights or weekend work may be necessary.

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