Job Title: Senior Instructional Designer

Department: Online and Digital Learning

Location: Princeton Theological Seminary

Overview:

Princeton Theological Seminary is actively seeking an accomplished and motivated Senior Instructional Designer to join our growing Online and Digital Learning team. In a pivotal role supporting our dedication to online theological education, the Senior Instructional Designer will work collaboratively with faculty, program and center directors, and stakeholders at every level across the Seminary. This role involves designing, developing, and optimizing high quality educational offerings that align with our mission and values. As an integral team member, the Senior Instructional Designer will contribute significantly to solving enterprise learning and development challenges, playing a key role in shaping the future of educational initiatives at Princeton Theological Seminary.

Responsibilities:

- Manage design and development of courses and co-curricular offerings, ensuring high quality content and alignment with organizational goals and timelines.
- Partner on strategic planning and development of online learning solutions at the enterprise level with a strong emphasis on the creation of engaging and high-quality educational content.
- Work closely with faculty, program and center directors, and other stakeholders to comprehend and address learning needs, aiming to develop impactful educational content along with the necessary systems and processes to facilitate its creation.
- Apply instructional design methodologies, with a focus on Blooms, adult andragogy, and authentic assignment design.
- Utilize expertise in eLearning authoring tools, learning management systems, and other instructional technologies for effective course development.
- Develop content in the Learning Management System (LMS), including structuring content, creating style guides and templates, developing assessments, adapting instructional materials, and creating media to optimize student learning.
- Provide consultation and support to faculty seeking to improve courses through effective use of web-based instructional technologies and best practices in andragogy and curriculum design.
- Collaborate to establish a course review process to ensure strategic alignment, outcomes-driven design, engagement, and ADA compliance in the review process. Review educational content on these metrics.
- Develop evidence-based improvement plans for educational content, collaborating with staff and faculty.
- Lead course development teams, ensuring effective collaboration, deployment of resources, and adherence to standards and timelines.
- Manage projects that involve researching, testing, and implementing new technology, contributing to team and Seminary’s goals.
• Design and develop training materials and deliver training experiences that model best practices in faculty training, TA onboarding, student orientation, and the use of learning management systems.
• Produce documents communicating guidelines and standards, ensuring usability by team members and faculty.
• Evaluate and assess digital tools for their suitability and effectiveness in enhancing the learning experience, ensuring alignment with instructional goals and staying abreast of emerging technologies.

Qualifications:

• Master's degree in Instructional Design, Instructional Technology, and/or equivalent professional experience.
• 10+ years of experience working with faculty and SMEs in a higher education or professional settings.
• Proficiency in eLearning technology tools, project management tools, and LMS (Brightspace preferred).
• Expertise in HTML, editing tools for web text and graphics, and experience with Adobe Creative Cloud applications, Articulate360, and video editing.
• Strong attention to detail, process, and deadlines.
• Excellent communication, interpersonal, and collaboration skills.
• Ability to work independently and as part of a high-performing team with shared goals.