Position Description

Position: Instructional Designer  
Department: Academic Affairs  
Full-time or Part-time: FT Exempt  
Hours per week: 35  
Months per year: 12  
Work Schedule: PTS Office Hours; flexible/variable based on programming needs  
Reports to: Johnna Herrick-Phelps, Associate Dean for Online Learning

Job Purpose: The instructional designer will be responsible for developing, engaging and implementing effective learning experiences for our diverse range of learners. The designer will collaborate with subject matter experts, educators, and multimedia specialists to design and deliver innovative learning solutions that meet our organization’s educational goals.

ESSENTIAL FUNCTIONS:  

100 % of time

- Collaborate with subject matter experts to gather and understand content requirements and learning objectives for f-2-f, hybrid, and online courses.
- Design and develop instructional materials, including online courses, e-learning modules, training videos, interactive simulations, and other multimedia resources.
- Utilize instructional design methodologies in adult learning principles to create learner-centered experiences to promote active engagement and knowledge retention.
- Create detailed design documents, storyboards, and prototypes to guide the development of learning materials.
- Select appropriate instructional strategies, media elements, and technologies to enhance the learning process.
- Develop assessments and evaluations to measure learning outcomes and provide feedback for continuous improvement.
- Ensure content is ADA compliant and accessible to learners with diverse needs.
- Keep abreast of industry trends, best practices, and emerging technologies in instructional design and e-learning.
- Collaborate with cross-functional teams to ensure timely delivery of high-quality learning solutions.
- Review and update existing learning materials to keep content current and relevant.
- Provide guidance and support to educators on effective instructional strategies and use of instructional technologies.
• Develop and deliver training materials highlighting best practices in faculty training, student orientation, online pedagogy, and learning management systems.
• Collaborate on researching, testing, and implementing new technology solutions.
• Create, test, update, and optimize internal and stakeholder process documents.
• Contribute to team and Seminary initiatives.
• Contribute to a high-functioning and respectful team culture by fostering open communication and collaboration.

QUALIFICATIONS AND SKILLS
• Bachelor’s degree in instructional Design, Education, Educational Technology, or a related field. Master’s degree is a plus.
• Minimum of three (3) years of experience in instructional design, curriculum design or related roles

To apply: Interested candidates should submit a cover letter, CV, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at apply@ptsem.edu. Review of applications will begin immediately.

Prepared by: Johnna Herrick-Phelps
Date: August 5, 2023