Director of Online Learning and Instructional Design

Position Overview

The Department of Academic Affairs at Princeton Theological Seminary (PTS) seeks a Director of Online Learning and Instructional Design to provide strategic leadership and guidance to the Office of Online Learning. PTS is preparing to scale its online degree and non-degree offerings to expand courses and programs beyond the existing residential theological education programs. Reporting to the Senior Associate Academic Dean, the Director will oversee the Online Learning Team, and bring significant expertise in instructional design, educational technology, online pedagogy, and operational implementation of academic and non-degree programs.

Key Responsibilities

Strategic Leadership and Initiatives

- Provide leadership for enhancing online learning at PTS that integrates best pedagogical practices and emerging technologies.
- Provide strategic oversight and guidance to the Office of Online Learning team as the Seminary prepares to scale online degree and non-degree programming.
- Lead in the design, development, delivery, and maintenance of engaging online, remote, blended, and enhanced learning experiences for degree and non-degree theological education programs with excellence and expertise in the practice of instructional design.
- Leverage effective instructional strategies, applications, and resources to positively impact student achievement.
- Partner with stakeholders across initiatives to generate content in line with the Seminary’s strategic plan.

Content Development Oversight

- Oversee the design, development, and/or re-design of content for e-learning, web-based and/or instructor-led classes, courses, and certificate programs.
- Collaborate with internal and external faculty members and subject matter experts on a variety of projects and programs for an online learning environment.
- Consult on and direct the development of course outcomes and objectives, faculty-generated course materials, multimedia assets, assignments, and assessments.

Educational Development of Faculty and Campus Partners

- Collaborate with faculty and staff to support best practices in instructional design and delivery, and promote instructional innovation in the use of learning technologies that enhance teaching in online, remote, and blended instruction.
- Design and deliver seminars, workshops, self-guided learning modules, instructional materials, and resources on topics pertaining to online and blended learning, and other technology-mediated instruction informed by the scholarship of teaching and learning.
• Engage with campus partners on initiatives that integrate best pedagogical practices, emerging technologies, and innovative multimedia use in on-campus, blended, and online learning environments.
• Support faculty and student research on learning and teaching with technology, blended, and online learning.

Planning and Research
• Research, evaluate, and recommend emerging instructional technologies and pedagogies that support degree and non-degree student engagement and assessment.
• Apply learning science, universal design for learning, and accessibility best practices to the selection and use of educational technologies to improve online courses and offerings based on nationally recognized standards.

Other Duties
• Develop and implement strategic initiatives and policies for online learning, perform ongoing assessments, and provide regular budgetary analysis of online offerings.
• Track, prioritize, and communicate about multiple projects in a deadline-driven environment.
• Participate in and support campus-wide initiatives and projects.

Required/Minimum Qualifications
• Master’s degree and/or combined experience/education as a substitute for minimum education; doctoral degree preferred: instructional design, educational technology, or a related discipline
• 5+ years of experience required in instructional design, educational technology, and/or in teaching online in higher education, including assessment of student learning outcomes
• Comprehensive knowledge of teaching with technologies, learning theory, online assessment, and curriculum design
• In-depth knowledge of pedagogical issues related to learning, teaching, and assessment in online, blended, and technology-enhanced contexts
• Expertise with mainstream collaborative video-conferencing, video capture, collaboration, accessibility, and learning resource integration tools
• Experience conducting systematic instructional design in a higher education or continuing education setting, developing courses for online degrees and courses/offerings for non-degree programming
• Demonstrated success in project management and facilitation of collaborative and creative projects
• Experience with a learning management system (Brightspace experience a plus)
• Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, orientations, identities, and cultural backgrounds
To apply: Interested candidates should submit a cover letter, resume/curriculum vitae, 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 November 15, 2022 and continue until position is filled.