

PRINCETON THEOLOGICAL SEMINARY
Position Description

- A. Title: Associate Director of Digital Learning
- B. Status: Exempt
- C. Purpose: Lead and unify the Digital Education Initiatives of the Princeton Theological Seminary. Ensure they are engaging, transformative and supportive of a learning experience of excellence connecting technology and pedagogy. Foster the possibilities of teaching, learning and research in a Covenant Community and beyond, through a digital learning service.
- D. Supervision: The Associate Director will report directly to the Director of Information Technology Services.

E. Responsibilities:

1. Assess digital learning opportunities and priorities through partnership with academic and administrative partners to engage varying local and remote audiences and connect digital initiatives across the Seminary and larger community. This includes synchronous and asynchronous means.
2. Develop, in partnership with Seminary constituents, a visionary digital teaching and learning service using a lens of diversity, inclusion, accessibility and efficacy.
3. Through strategic planning, drive the learning design and implementation of practical solutions to support academic and programmatic learning outcomes with exceptional experiences.
4. Partner with Faculty, Academic Departments and other Administrative Offices to develop digital learning content, overseeing a digital learning team, including media production resources.
5. Build, support and continue to develop a digital learning team (which may include student workers) that supports the day to day operations of digital education, course design and content creation.

6. Measure and report effectiveness of planning, implemented solutions and service by providing feedback and data analysis on user experiences. Implement feedback for consistent improvement.

Education and Experience:

1. Bachelors Degree or greater in Education, Divinity or Technology.
2. Extensive experience with Learning Management Systems (LMS)
3. Experience building and growing digital initiatives, humanities and learning capabilities.
4. Familiarity with digital content platforms, content distribution networks.
5. Knowledge of digital media content production, methods and standards.
6. Knowledge and expertise in instructional design, learning design and digital education
7. Strong written and oral communication skills, and the ability to work cooperatively, pleasantly, and effectively as a team player and with a wide range of people
8. An ability and strong interest to innovate and express creativity through technology.