Position Description

Position:	**Instructional Designer**
Department:	Academic Affairs
Full-time or Part-time:	Full-Time
Hours:	35 hours per week
Months per year:	N/A
Reports to:	Angela Gale, Director of eLearning & Instructional Design

Job Purpose: The Instructional Designer will be responsible for developing and creating engaging and effective learning experiences for our diverse range of learners, including curricular students and co-curricular learners. Working closely with subject matter experts, educators, the Office of Online and Digital Learning team, and multimedia specialists, the Instructional Designer will design and deliver innovative, timely, and specification-aligned learning solutions that support the Seminary's educational goals.

ESSENTIAL FUNCTIONS:

- **Collaborate with Stakeholders:** Collaborate with faculty, subject matter experts (SMEs), and members of the Office of Online and Digital Learning to identify and align content requirements and learning objectives for courses and offerings across online, hybrid, and face-to-face modalities.
- **Instructional Material Development:** Design and develop a diverse range of instructional materials, including online courses, e-learning modules, training videos, interactive simulations, multimedia resources, including training programs and detailed support documentation for diverse audiences.
- **Apply Instructional Design Methodologies:** Utilize instructional design methodologies and adult learning principles to create learner-centered experiences that promote active engagement and knowledge retention.
- **Create Design Documentation:** Develop detailed design documents, milestones, storyboards, templates, and prototypes to guide the development of educational content.
- **Select Instructional Strategies and Tools:** Choose appropriate instructional strategies, media elements, tools, and technologies to enhance the learning process.
- **Assessment and Evaluation:** Develop assessments and evaluations to measure learning outcomes and incorporate feedback from stakeholders and learners for continuous improvement.

- **Facilitator Guides:** Create comprehensive facilitator guides to assist in the effective delivery of learning materials.
- **Accessibility and Compliance:** Ensure all content is ADA compliant and accessible to learners with diverse needs.
- **Cross-Functional Collaboration:** Work with cross-functional teams to ensure the timely delivery of high-quality learning solutions.
- **SME Support:** Provide guidance and support to SMEs on effective instructional strategies and the use of instructional technologies.
- **Project Management:** Manage instructional design and digital learning projects, ensuring timely completion by documenting progress, milestones, and deliverables in Monday.com while maintaining clear communication with stakeholders.
- **Collaboration on Educational Technology Projects:** Collaborate on team-wide educational technology projects by testing, troubleshooting, and documenting the use and integration of software systems such as LMS platforms, registration tools, and content development applications.
- **End-User Support and Training:** Manage email ticketing support for coursework components and provide troubleshooting for technical challenges.
- **Foster a Collaborative Culture:** Contribute to a high-functioning, respectful team environment by promoting open communication and collaboration.

QUALIFICATIONS AND SKILLS
- **Education**: Bachelor's degree in Instructional Design, Education, Educational Technology, or a related field is required. A master's degree is a plus.
- **Experience**: Minimum of three (3) years of experience in instructional design, curriculum design, or related roles.
- **Technical Skills:** Proficiency in instructional design software and tools, multimedia development, and learning management systems.
- **Communication Skills:** Excellent written and verbal communication skills.
- **Project Management:** Strong project management skills with the ability to manage multiple projects simultaneously.
- **Documentation**: Ability to accurately document progress and updates in the project management tool.
- **Creativity and Innovation:** Ability to design innovative and engaging learning experiences.
- **Attention to Detail:** Strong attention to detail and commitment to quality.
- **Collaboration**: Demonstrated ability to work collaboratively in a team environment.

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. Review of applications will begin immediately.

Date: January 7, 2025