GORDON COLLEGE
Position Description

Title: Director of Digital Learning

Function: The Director of Digital Learning is a new position that will take a leading role in Gordon College’s focus on digital learning. Reporting to the Associate Dean for Teaching and Learning, the ideal candidate has experience working collaboratively and creatively with faculty, students, and administration to bridge the gap between digital strategy and execution, align the student and faculty technology experience, and accelerate production of digital learning resources, including content, courses, learning objects. The candidate is expected to articulate the vision for this role; set clear, measurable, transparent objectives; evaluate, communicate, and adjust based on project and program effectiveness; and evolve with the needs and overall demand for digital learning products and services at Gordon College.

The Director of Digital Learning will set the direction for digital learning at Gordon College and provide professional service to the College by establishing a focus on the areas of instructional strategies, online/hybrid modalities, project management for instructional projects, digital media creation, and course production. The Director of Digital Learning will provide program management and program development for the college’s digital learning efforts as well as project management and instructional design services for the production of digital learning elements of relevant courses. The Director of Digital Learning will develop relationships with internal and external partners and should have a firm understanding of education technology solutions and the changing landscape of higher education. We are looking for an eager and capable professional who can engage in the development of expanded functionality and a new approach to teaching and learning. The specific areas of functionality included in this position are outlined in more detail below.

Description of Duties and Tasks:

Essential Responsibilities:

Digital Learning Program Management:

- Lead the development of best practices and guidelines pertaining to course quality, organization, and presentation of courses in digital environments.
- Provide insight into student experience and technology interactions
- Lead processes to identify, design, develop, and adopt effective and user-friendly educational technology platforms.
- Lead efforts to continuously improve faculty training and support in the implementation of digital learning practices.
- Assist in the management of technology vendor contracts and pursuing the best solutions for promoting a digital learning program.
• Provide day-to-day management and administrative oversight for all aspects of online program operations, including, but not limited to online course design and development, faculty development and resources, budgeting, operations, data collection and reporting.
• Work with senior leadership to create an implementation strategy for online education at the school.
• Stay current with of research, trends, and innovations in teaching and learning as applied to hybrid and online learning environments.
• Develop plans to build the School's capacity for online programs, including additional staff and resources.
• Work closely with communications, enrollment management, and recruiting staff to develop marketing and communications strategy for online learning programs as programs are launched as fully online programmatic offerings.

Digital Learning Development:

• Provide recommendations for interface design, sequencing of instruction, use of assessments, and online interactive activities in keeping with the most current thinking in the areas of instructional design and digital learning.
• Work closely with faculty and staff to guide the design and development of new online courses and programs and the conversion of existing in-person offerings.
• Collaborate with faculty, staff, and senior leadership to ensure proposed online courses and programs support the overall strategic vision.
• Support the curriculum development and assessment processes for online courses and programs.
• Promote a culture of active engagement with faculty to create quality online courses and programs.
• Collaborate with academic leadership to develop annual plans for course design and development projects.
• Manage day-to-day operations, policies, and resources
• Analyze effectiveness of workflow and processes

Digital Learning Project Management:

• Lead the development of synchronous and asynchronous digital learning content including:
  o guiding stakeholders in the course design process
  o translating course design documents into digital learning experiences on various online platforms (e.g. Blackboard, VoiceThread, etc.)
  o developing an inventory of features to support learning goals across various learning management systems and educational technologies
  o informing stakeholders of choices related to course delivery (e.g. effective platform strategies for facilitation and community building) and recommending opportunities for future enhancements.
• Project manage the deliverables and timelines related to pre-production and post-production phases of active digital learning projects
• Work collaboratively with faculty, administration, and faculty support services to create and implement a consistent course development process
• Refine processes for proposal, design, production, and delivery of digital learning resources and online courses
• Experience with Agile, Scrum, Lean or Six Sigma methodologies is a plus

Required Knowledge, Skills, and Abilities:
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

Successful applicants will possess the flexibility required to work as part of growing team in the shifting landscape of the institution and higher education in general. Applicants will be required to draw upon their ability to manage multiple projects, meet project deadlines, communicate with stakeholders, and work in a team environment as well as independently on projects. Applicants must possess excellent presentation, communications, problem-solving and interpersonal skills and a desire and capacity to quickly learn new technologies and develop policies for their incorporation and adoption into the day-to-day functioning of the digital learning enterprise.

The best candidate for this position will have a working knowledge of instructional design theory and practice particularly in relation to delivering online/hybrid courses, at least one year of work experiences as an instructional technologist, experience teaching or training in an online context, experience with adult professional learning and/or curriculum design, and familiarity with digital business strategy, concepts, and practices. Applicants should possess a masters degree in instructional design, educational technology or relevant field and have in-depth knowledge of learning theories and instructional design models. Additionally, applicants should have at least one year of experience working with digital content creation tools and other educational technology tools including hands-on experience creating, editing, and launching instructional content in multiple platforms (Blackboard and beyond).

Applicants should possess skills in graphic design and/or videography/video editing, experience with web design, web-conferencing tools (e.g. Zoom, Adobe Connect, GoToMeeting), open educational resources and other emerging educational technologies. Ideally, candidates will have knowledge of and experience with multi-media software, interactive video production (e.g. Articulate Storyline or Captivate), media digitization, and video editing.

Position Code:  CTE - DLDR
Grade:  7
FLSA Status:  Exempt