

DIRECTOR FOR DIGITAL LEARNING AND INNOVATION

POSITION DESCRIPTION

General Description: The Director for Digital Learning and Innovation guides the design, implementation, and optimization of digital learning experiences that support faculty and other instructors, students, and the Seminary's educational programs. The Director is responsible for the instructional technology ecosystem and learning management system (LMS). The Director reports to the Associate Dean for Academic Programs in the Office of Academic Affairs.

Essential Functions:

1. Support and resource instructors in designing learning experiences that are engaging, accessible, and student-centered.
2. Identify emerging technologies, instructional tools, and digital resources that facilitate learning.
3. Offer quality professional development programs to instructors that focus on effective use of digital resources and pedagogies.
4. Foster a culture of continuous improvement and experimentation in using digital tools for instruction.
5. Provide guidance on educational and institutional applications of artificial intelligence (AI).
6. Evaluate AI-powered tools and platforms to determine their instructional value, accessibility, and security.
7. Participate in crafting Seminary guidelines and policies for the ethical use of AI.
8. Manage and optimize learning management system (LMS) implementation, configuration, updates, and ongoing system enhancements.
9. Contribute to the development of policies and best practices for use of the LMS across Columbia's degree programs and course modalities.
10. Analyze and present LMS data related to course design quality and student engagement.
11. Participate in institutional committees as assigned.
12. Adhere to seminary standards of professionalism, confidentiality, and integrity.
13. Other duties as requested.

Minimum Qualifications:

- Master's degree in education, instructional design, educational technology, or a related field
- At least three years of work experience in digital teaching and learning in a higher education setting
- Experience designing and facilitating instructional technology training and development programs
- Experience administering enterprise learning management systems (e.g., Moodle, Canvas, D2L Brightspace) and related tools, including video, class capture, Class for Zoom, Grammarly, etc.
- Knowledge of digital pedagogies, instructional design principles, accessibility standards, and educational technology trends
- Expertise in artificial intelligence (AI) and responsible uses of AI in higher education
- Strong project management and communication skills
- Demonstrated capacities to work collegially and collaboratively across departments

Desired Qualifications:

- Doctoral degree in education or related field
- Formal theological education or experience working in a seminary or divinity school
- Knowledge of accreditation and compliance requirements of the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Forward-thinking approach to educational technology

Classification:

- Full-time
- Exempt
- Hybrid, working 3 days on campus/2 days remote

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to searchteamooa@ctsnet.edu. Applications are accepted until position is filled.

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's [Core Values](#) and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.