**Digital Learning Designer**

Learning and Talent

Position Description

Supervised by: National Learning Director

Status: Full-Time / Exempt

Location: National Service Center (Madison, WI)

**To advance the purpose of InterVarsity, this position will** contribute to the development of an overall digital learning strategy by working with a team to design and deliver core training for field staff.

**MAJOR RESPONSIBILITIES**

**Spiritual Growth:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world

**Determine learning and skills to be delivered digitally:**

* Collaborate with teams and departments within InterVarsity to determine priority training topics: Ministry Partner Development, cross cultural competencies, “How To” with Operations, etc.
* In alignment with the training roadmap for various positions, determine which core competencies would be appropriate in digital formal

**Design and build on-line tools:**

* Research resources that are currently available to InterVarsity staff and distill into digital formats when possible and helpful
* Research available digital learning products that could be applicable within InterVarsity’s context
* Partner with 2100 productions, Communications, IT Services and Campus Web Ministries teams as appropriate in the design of digital tools and determining possible new resources
* Coordinate the efforts of subject matter experts, graphics and media designers in the production of learning material.
* Apply learner-centered design techniques
* Determine the appropriate tool to provide digital learning modules: webinars, video, games, simulation, mobile
* Determine the best mode for given topics: interactive or one-directional, synchronous or asynchronous
* Test modules and ensure agreement with stakeholders before rolling out digital tools
* Reinforce digital learning modules with follow-up strategies
* Develop and conduct adequate assessment (with input from key stakeholders) to determine learner outcomes

Maintain a digital library and learning management system (LMS):

* Determine, in partnership with IT Services and relevant subject matter experts, the best modes for distribution of available digital learning tools
* Monitor and report on LMS (Workday Learning) usage, stay current with LMS capabilities and upgrades

Professional Development:

* Pursue opportunities to grow as an instructional designer and leader

Ministry Partner Development:

* Raise prayer and financial support as agreed upon through building a team of ministry partners

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith as a maturing disciple of Jesus
* 5 years’ experience in instructional design and developing online learning or equivalent portfolio Graduate degree in Education preferred but not required; Bachelor’s degree required
* Experience with online learning platforms and management systems
* Experience with e-learning content creation tools required (e.g. Captivate, Storyline),
* Experience with Workday Learning a plus
* Experience with general digital media content creation tools a plus
* Experience in user experience/user interface design a plus
* Experience in the InterVarsity context a plus
* Strong verbal and written communication skills
* Supervisory experience preferred but not required
* Strong interpersonal and leadership skills; Ability to work with stakeholders, subject matter experts and other instructional designers in the design process
* Ability and commitment to work effectively in a diverse team environment
* Organizational skills, ability to prioritize and manage multiple projects
* Capacity to work effectively in time-critical environment
* Ability to travel as determined

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God’s love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)