MIT Job Description

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<th>Job Title: Digital Learning Fellow</th>
<th>Position Title: Digital Learning Fellow</th>
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<td>Reports to: Head of Finance Group/Director of Faculty and Research Services</td>
<td>% Effort or Wkly Hrs: 40</td>
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**Position Overview:**

Reporting to the Head of the Finance Group and the Director of Faculty and Research Services at the MIT Sloan School of Management, the Digital Learning Fellow will work closely with MIT Sloan’s Finance Faculty to develop innovative course curricula for residential and online modules leveraging the edX and MITx platforms. The primary focus will be on developing content for the global online MicroMasters in Finance program, a new initiative to advance MIT Sloan digital education strategy.

**Principal Duties and Responsibilities (Essential Functions**):**

The Digital Learning Fellow will work with faculty and educational staff to advance frontiers of finance pedagogy using modern digital education technologies. The Fellow will engage in development of courses, including learning objectives, detailed content outlines, measurable outcomes, interactive activities, engaging video, and thoughtful discussion forums. The Digital Learning Fellow will also assist in teaching courses in a virtual context to students around the world, as well as to students on campus in a blended context. He or she will be responsible for developing and launching courses on time and to MIT quality standards, and will ensure that others involved in the course production process, such as teaching assistants, are meeting goals and deadlines for deliverables.

In addition to partnering with MIT Sloan Finance, the Digital Learning Fellow is expected to actively participate in the Digital Learning Lab Community of Practice and attend regular cross-departmental DLL meetings. As needed, the Digital Learning Fellow will work with MITx and edX support services on any course development issues that arise during course development.
Supervision Received:
Reporting to the Head of the Finance Group and the Director of Faculty and Research Services at the MIT Sloan School of Management.

Supervision Exercised:
This position will oversee and organize collaborators involved in the course productions process, such as Teaching Assistants.

Qualifications & Skills:

REQUIRED:

- Advanced degree (Ph.D. is preferred) in finance, economics, accounting, or a quantitative field, such as mathematics, computer science, physics, engineering.
- Demonstrated knowledge of the subject matter, including finance theory, fixed-income and derivatives markets, fundamentals of corporate finance, and financial mathematics.
- Minimum of 2 years relevant teaching experience (including experience as a teaching assistant).
- Strong interest in digital teaching and learning in higher education and the ability to translate those interests into successful online modules.
- Strong project management, time management, and attention to detail.
- Proactive self-starter who works well independently and as part of a team.
- Requires advanced communication skills, including the demonstrated ability to communicate technical concepts and complex models in clear and engaging ways.

PREFERRED:

- Knowledge of accounting is preferred but not required.

This is a one-year appointment subject to renewal on an annual basis, conditional on performance and needs of the program.

Did you know over 12,000 people work at MIT? Our dynamic environment, distinct culture, and diverse community foster collaboration and excellence in every corner of the campus. We offer an extensive range of benefits and resources that simply aren’t found together anywhere else. If you’re ready to help us shape the future, there’s a place at MIT for your unique skills, experience, and goals.
** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.