



## MIT Position Description

<b>Job Title: Instructional Designer 2</b>	<b>Position Title: Digital Learning Specialist</b>
<b>Reports to: Executive Director of the MicroMasters Program</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan MicroMasters in Finance Office</b>	

### **Position Overview:**

The Digital Learning Specialist will contribute to the development, delivery, and administration of the large-scale global online MicroMasters Program in Finance at the MIT Sloan School of Management. Reporting to the Executive Director of the MicroMasters Program, the Digital Learning Specialist will work closely with faculty, graduate students, and staff to build a new generation of learning and assessment tools. Ideal candidates will have a strong interest in educational technology, production of educational content, and the delivery and management of online educational programs.

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

#### **Instructional Design and Development (40%)**

- Contribute to the strategy, design, development, and management of courses that comprise the MicroMasters Program in Finance: <https://micromasters.mit.edu/fin/>
- Design and build course websites, manage course materials and related content
- Using Python, design, build, and optimize learner assessment tools, such as problem sets and exams
- Supervise and provide direction for other developers (e.g., teaching assistants) of course materials and learner assessment tools

#### **Program Administration, Community Management, and Analysis (40%)**

- Oversee and manage live courses, including all aspects of learner communication, performance tracking, and online exam administration
- Lead teaching assistants to facilitate instructive and productive discussions in live course forums
- Plan and manage live exams using online proctoring technology (ProctorTrack)
- Recruit, train (edX platform, ProctorTrack, Zendesk), and supervise a team of teaching assistants involved in the administration of online exams
- Set directions for community engagement, manage and nurture learner cohorts to ensure successful program completion
- Analyze learner performance, including pass rates, to ensure high standards of learning outcomes
- Design surveys and analyze learner feedback to ensure continuous improvement
- In consultation with faculty, identify, suggest, and implement edits to refine course content



- Recruit and supervise community teaching assistants (CTAs) [CTAs are current and former learners enrolled in MicroMasters courses]

### **Program Collaboration (20%)**

- Collaborate with other developers of content and assessment tools (e.g., faculty, PhD students) to develop new and modify existing curricula
- Collaborate with other MITx MicroMasters programs and Open Learning to improve various aspects of program management, such as community building, online exam administration, CTA events, etc.
- Other duties and responsibilities as needed

**Supervision Received:** Reporting to the Executive Director of the MicroMasters in Finance Program at the MIT Sloan School of Management.

**Supervision Exercised:** This position will supervise and train teams of teaching assistants involved in: 1) production of content, and 2) delivery of live courses. Digital Learning Specialist will also recruit and supervise community teaching assistants (CTAs).

### **Qualifications & Skills:**

#### **Required:**

- A Bachelor's degree in a related field (finance, economics, computer science, engineering) or a related field.
- 5 years of relevant experience.
- Attention to detail and flexibility to adapt to a rapidly changing platform/environment and strong problem solving/debugging skills
- Excellent communication skills and ability to build strong working relationships with teammates, faculty, and staff

#### **Preferred:**

- An advanced degree is preferred
- The ideal candidate has degrees (or relevant course work/experience) in both finance and a quantitative field, such as economics, computer science, or engineering
- A demonstrated working knowledge of Python is strongly preferred
- Experience with HTML and LaTeX is preferred
- Experience in an academic environment and with teaching is very helpful, but not required
- Previous training experience is preferred, but not required
- Strong interest in educational technology and in digital teaching and learning in higher education

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.