



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Director of Digital Learning	School of Ministry Studies	VP of the Seminary	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** This individual will take primary responsibility for providing oversight to the MicroLearning program at GTS and leading the Digital Learning Team, which will be part of a larger Digital Learning Committee that consists of the Vice President of the Seminary and select program directors. In collaboration with committee members, the Director of Digital Learning will lead the team to design and launch high-quality digital media content in both credit-bearing academic and not-for-credit enrichment programs which are theologically sound, intensely practical, and pedagogically-robust. The Director of Digital Learning will be responsible to oversee content capture, course design, curriculum development, assist with MicroLearning pedagogy, faculty development, and quality controls. This individual may have secondary responsibilities related to the Seminary's online programs, as deemed necessary.

## General Responsibilities:

1. Assist in the oversight of the Microlearning programs in collaboration with the VP of the Seminary.
2. Recruit and hire new content providers and course builders in coordination with the VP of the Seminary and assign individuals to courses in accordance with quality assurance and Human Resources guidelines.
3. Oversee the training of end-users on the use of instructional technologies, including the Learning Management System (LMS) and other educational technologies.
4. Research, develop, and provide best-practice solutions for the pedagogical and infrastructural needs of instructors in MicroLearning deliverables.
5. Monitor the quality of all digital deliverables for content and consistency, including videography/editing, course design and instruction, so that they meet school standards and fulfill the school's mission.
6. Oversee research and development that effectively addresses the needs of instructors and topics related to a MicroLearning format.
7. Assist program directors in projects and tasks related to online programs where designated or requested by the VP of the Seminary.
8. Provide day-to-day support and oversight to the Digital Learning Team.
9. Team-leading: Effectively leads in work and group achievement, empowers/enables employees, identifies and makes good use of diverse perspectives, skills and abilities. Understands diversity issues and creates supportive environment for diverse employees.
10. Other responsibilities as assigned by the Vice President of the Seminary.

## Qualifications:

### Minimum:

1. Master's degree.
2. Accredited degree in biblical or theological training.
3. Experience in online teaching and course design.



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4. Experience with educational technology tools.
5. Knowledge of the needs of pastors and ministry leaders and their congregations.
6. Excellent organizational and interpersonal skills.
7. Task-oriented with the ability to prioritize multiple projects.
8. Ability to work effectively with all levels of management within an organization.

## Preferred:

1. Doctoral degree.
2. Degree in Instructional Technology, Curriculum and Instruction or a related field.
3. Accredited degree in biblical or theological training and ministry experience.
4. Experience with modern Learning Management Systems.
5. Expertise in online teaching and course design (particularly with micro-credentialing).
6. Experience, firsthand, serving as a pastors or ministry leader, with a strong knowledge of the needs and dynamics present within ministry settings (particularly churches).
7. Expertise with educational technology tools, particularly digital media and design.
8. Excellent organizational and interpersonal skills.
9. Task-oriented with a proven ability to prioritize multiple projects.
10. Ability to work effectively with all levels of management within an organization.

**Status: Full Time; Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

**Posted: 5/21/2025**