



# THE FRATERNITY OF PHI GAMMA DELTA

## INTERNATIONAL HEADQUARTERS

### JOB DESCRIPTION

**Job Title:** Associate Director of Education (Instructional Designer)

**Classification:** Exempt

**Supervisory Relationships:** This position reports to the Senior Director of Education. This position has no direct reports.

**Position Summary:** The Associate Director of Education is primarily responsible for the design and creation of Phi Gamma Delta's e-Learning for undergraduate members and volunteers.

#### **Qualifications:**

- Professional experience with Articulate Storyline required; experience with video-editing preferred.
- One to three years of related experience and/or training in program development, corporate or fraternal training and/or educational environment.
- Bachelor's degree required; professional certificate or master's degree in related field preferred.
- Membership in Phi Gamma Delta or another fraternity/sorority strongly preferred; basic knowledge of Greek life required.
- Working knowledge of principles of education and instructional design.
- Advanced computer skills including expertise in eLearning platforms (Articulate 360), learning management systems, assessment programs, proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages; capability to learn the Fraternity's database software.
- Excellent time management skills and the ability to prioritize work.
- Ability to communicate with wide-ranging constituencies across a variety of platforms.
- Must possess excellent written, verbal and interpersonal skills.
- Must be a self-starter, highly organized and detail oriented.
- Ability to manage multiple projects simultaneously.

#### **Key Responsibilities:**

The core responsibilities for this position are outlined below and may change from time to time in accordance with Phi Gamma Delta's needs. Additional duties may be assigned as needed.

#### **Curriculum Development & Instructional Design**

Manage the development and implementation of the Fraternity's eLearning for undergraduate members and volunteers:

- Responsible for curriculum development including, but not limited to, chapter officer education, skill development, and volunteer training.
- In collaboration with key stakeholders, create Phi Gamma Delta's eLearning philosophy and brand standards.
- Ensure consistency, accuracy and alignment of content with learning objectives and brand standards.
- Work collaboratively with Fraternity staff to edit, revise or enhance learning content, graphics and eLearning functionality.
- Coordinate with other team members to generate content.
- Provide innovative and engaging design that supports a quality learning experience.

- Develop assessment questions and methods.
- Collaborate with the Fraternity staff to produce timely and meaningful reports of eLearning usage.

#### **Miscellaneous**

- Assist with development and assessment of the Phi Gamma Delta's member development program: Built to Lead.
- Complete other duties as assigned.

#### **Travel**

Occasional evening/weekend work might be required with this position; minimal travel is anticipated.

#### **Applications:**

The priority application deadline is Friday, September 22.

#### **Questions:**

Contact Assistant Executive Director Todd Rotgers at [trotgers@phigam.org](mailto:trotgers@phigam.org) and Senior Director of Education Lauren Tanner-Leif at [lleif@phigam.org](mailto:lleif@phigam.org).