

The **Zeta Psi Membership Education Director (MED)** is a position dedicated to the improvement and measurement of membership education activities through the use of instructional design, assessment, and data analytics. This position is a two-year minimum commitment after which the contract can be extended, or the organization will help to identify and transition to a successor.

The MED will report to the Executive Director of the Zeta Psi Educational Foundation with oversight from the Membership Education committee.

The responsibilities for MED are focused on, but not limited to the following:

1. Content Management

- a. Administer current LTI course catalogue and manage collaboration site for course storage
- b. Align current courseware to identified metrics/Key Performance Indicators (KPIs) and triage courseware (revise or retire)
- c. Identify, develop, and design new courses required based on KPIs (including Member suggestion)

2. Logistics

- a. Develop and manage schedules and logistics for all LTIs (global)
- b. Develop and implement processes and process supports (e.g., checklists) for proper logistics administration
- c. Lead the RML101 implementation process for all new members.

3. Governance

- a. Develop monthly status reports for MDC and semi-annual Board reports
- b. Develop long term strategy and timeline for MDC Upgrades

4. Measurement

- a. Manage data collection for all LTIs and perform analytics review and suggested Foundation actions based on review. Ensure integration of attendance into Salesforce system. Pre and post survey attendees and faculty on a regular schedule.
- b. Conduct Benchmark Research internally and externally for learning outcomes, methodologies, and delivery systems. (input to strategy - see *Governance b*)

5. Faculty

- a. Develop a robust and full-functioning faculty program for LTI instruction with a focus on training, evaluating, and coaching new and veteran faculty
- b. Identify and nurture faculty relationships outside the organization including subject matter experts and sector leaders

6. Technology

- a. Identify, prioritize and implement leading technology practices in learning
- b. Develop implementation strategy and key metrics to measure success

Requirements:

- A Bachelor's degree from an accredited university/college
- Some instructional design experience or training/education
- Some data analytics experience or training/education
- Some travel to LTIs and other required Zeta Psi functions/ meetings
- Self-starter who can meet aggressive timelines with minimal oversight
- Basic understanding of learning technology
- Member relationship management skills
- Virtual Office Work

Compensation: Annual Salary - Negotiable based on experience.

Expectations and Applications:

Position is full-time exempt and remote. Candidate must be able to work in the United States and travel to LTI locations worldwide. Zeta Psi is an at will employer. Zeta Psi does not discriminate in its hiring practices. Membership in Zeta Psi is not a requirement for the position.

If you are interested in applying for this position, please contact Lauck Walton (exec.dir@zetapsi.org). **The deadline for submissions is March 15, 2019. Candidates should be available no later than June 1, 2019.**