Downloaded from <https://www.velvetjobs.com/job-descriptions/digital-learning>

# Example of Digital Learning Job Description

Our company is growing rapidly and is looking for a digital learning. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for digital learning

* Contribute towards the instructional design and development standards for all existing and future training programs
* Design, develop and implement blended learning modules to address needs for LOBs/functions that can be delivered regionally
* Provide leadership and support for all related aspects of Central America Hybridity goals
* Collects network and market data and create appropriate dashboards
* Provide expertise in management of digital learning programs and supporting infrastructure, including CMS and meta-data structure
* Implementation of a centralized content management system for the region
* Organize and pilot online course and program offerings, various software solutions that support effective and innovative online teaching and learning
* Manipulate, organize, and analyze large amounts of data
* Identify any gaps in process, documentation, procedures, and provide solutions
* Support adoption of products such as Advantage Courseware, OneFolio, OneCampus, OneFaculty as needed

## Qualifications for digital learning

* Working knowledge of Storyline, Presenter, or Captivate
* Learning applications – experience of working with Learning Management Systems, principally Moodle and Totara, and other open source & proprietary LMS’s
* Bachelor’s Degree and 5 to 7 years of related professional experience with instructional design, faculty development, academic technology, and/or multimedia production process, or equivalent combination of education and experience
* Proven skills in using best practices in online instructional design principles
* Strong hands-on skills with Canvas learning management system and MOOC platforms
* Experience teaching/leading workshops in a mix of classroom, hybrid, and online formats