Instructional Designer AI, Digital Data Design Institute

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Type: Full-Time
Salary: $76,400 - $130,000 per year
Posted: 5 days ago
Category: Instructional Technology and Design
Military

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Why join Harvard Business School?

Harvard Business School, located on a 40-acre campus in Boston, was founded in 1908 as part of Harvard University. It is among the world's most trusted sources of management education and thought leadership. For more than a century, the School's faculty has combined a passion for teaching with rigorous research conducted alongside practitioners at world-leading organizations to educate leaders who make a difference in the world. Through a dynamic ecosystem of research, learning, and entrepreneurship that includes MBA, Doctoral, Executive Education, and Online programs, as well as numerous initiatives, centers, institutes, and labs, Harvard Business School fosters bold new ideas and collaborative learning networks that shape the future of business.

Job Description

The Digital, Data, and Design (D^3) Institute at Harvard is accepting applications for an Instructional Designer, AI. D^3 helps industry leaders reimagine the potential of AI in business and society through cutting-edge research and experiential learning.

The Instructional Designer, AI operates as the connector among faculty, subject matter experts, facilitators, and go-to-market teams. The role manages the end-to-end lifecycle of experiential learning asset creation for executive education and workshops, ensuring content

is engaging, relevant, and delivery ready. The position combines instructional design, digital content production, and program delivery support, with extensive use and adoption of AI tools to accelerate production and continuous improvement.

Job-Specific Responsibilities:

Content Conversion and Production

Work with cross-functional team members and AI tools to rapidly convert program materials into client-ready and market-facing assets. Ensure quality, coherence, and consistency across all learning materials through version control, QA processes, and release documentation.

Experiential Learning Asset Development

Partner with faculty and subject matter experts to refresh and maintain facilitation materials, exercises, and learning assets for executive and facilitator-led workshops. Translate complex academic research into accessible, participant-centered formats including facilitation decks, toolkits, videos, blog posts, infographics, and other digital content.

Program Delivery and Continuous Improvement

Support program delivery through session preparation, facilitator support, asset readiness, and post-session refinements. Incorporate participant and facilitator feedback to drive continuous improvement of learning content and experiences.

Metrics and Performance Tracking

Develop and facilitate AI enabled collection of metrics related to learning performance, engagement, and impact. Use insights to inform content updates, delivery improvements, and future program design.

Operational Excellence and Operations

Develop and implement standard operating procedures for AI enabled digital learning production and program delivery. Manage complex virtual programming and support in-person events as needed. Contribute to special projects associated with the scaling and growth of the D³ Institute.

Additional Responsibilities:

- Build trust and collaboration by being present on-site and engaging directly with colleagues and various constituents.
- This role is responsible for other duties as assigned

Qualifications

Basic Qualifications:

Minimum of two years' post-secondary education or relevant work experience

Required Qualifications:

- Bachelor's degree in business, technology, or a related field
- 5 years of experience in instructional design or content development
- Moderate to advanced AI fluency, with experience choosing, configuring, and using AI tools responsibly to accelerate production and processes.
- Demonstrated ability to translate academic research into actionable learning for executive audiences.

Preferred Qualification:

MBA or equivalent preferred

Additional Information

- **Appointment End Date:** This position is approved for a 2-year term (with possibility of renewal/extension) which begins on the person's first day of employment.
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position
- **Pre-Employment Screening:** Identity, Education
- **Other Information:**

This is a hybrid position which we consider to be a combination of remote and onsite work at our Boston, MA based campus. HBS expects all staff to be onsite a minimum of 3 days per week and departments provide onsite coverage Monday - Friday. Specific hours and days onsite will be determined by business needs and are subject to change with appropriate advanced notice.

We may conduct candidate interviews virtually (phone and/or via Zoom) and/or in-person for this role.

A cover letter is required to be considered for this opportunity.

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 057. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.