Assistant Director of Future Learning Lab

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Type: Full-Time
Posted: Today
Application Due: 03/01/2026
Category: Instructional Technology and Design

Job Title: Assistant Director of Future Learning Lab

Reporting Relationship: AVP Academic Affairs

Unit: National & Global

Department: Office Academic Innovation

Campus Location: Online/Remote

Summary of Position: The Assistant Director of the Future Learning Lab (FLL) will play a pivotal role in advancing the lab's mission of exploring and integrating emerging technologies to enhance learning and teaching experiences at IWU-N&G. This role will focus on supporting the Director in implementing strategic initiatives, while actively contributing to the development of new projects and innovative ideas. The Assistant Director will help drive interdisciplinary research, establish partnerships, and design programs that align with future educational needs, ensuring that FLL remains at the forefront of academic innovation.

Duties and Responsibilities

- Initiative Development and Innovation
  - Collaborate with the Director to identify emerging trends and opportunities in technology that can enhance educational practices
  - Develop new, high-impact projects that leverage emerging technologies (e.g., AI, blockchain, immersive reality) to advance IWU-N&G's academic goals
  - Propose and test novel initiatives that support student recruitment, engagement, and retention through enhanced learning experiences

- Research and Development
    - Lead specific research initiatives focused on future learning technologies, coordinating with faculty and external partners to implement action research projects
    - Actively seek funding and grant opportunities for new initiatives, contributing to the preparation and submission of proposals
    - Assist in documenting research outcomes and best practices to inform ongoing FLL projects and future endeavors
- Curriculum and Program Innovation
    - Collaborate with faculty to design future-ready curricula and digital learning experiences that integrate advanced technologies. * Facilitate workshops and training sessions that equip faculty with tools and strategies to enhance their teaching with emerging technologies
    - Promote inclusive and accessible technology applications in curriculum design, ensuring that innovations serve a diverse student population
- Partnership Building and Community Engagement
    - Develop and maintain relationships with industry leaders, educational institutions, and technology partners to foster a collaborative innovation network
    - Serve as a representative of the FLL at conferences, webinars, and industry forums, showcasing the lab's initiatives and establishing IWU-N&G as a leader in educational technology
    - Engage with students, faculty, and staff to create a collaborative community around the FLL, encouraging cross-departmental idea exchange and interdisciplinary research
- Operational Support and Management
    - Support the Director in managing daily operations, including resource allocation and project timelines
    - Oversee student teams and projects within an AI Lab, coordinating communication, assignments, deliverables, and quality assurance
    - Coordinate with IT and FLL staff to support technology tools and platforms
    - Manage relevant third-party educational technology, ensuring effective implementation, policy alignment, accessibility, and responsible use. Assist with trainings as needed
    - Support the recording, production, and coordination of video and multimedia content in collaboration with campus partners

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement.

Education

- Master’s degree in Artificial Intelligence, Computer Science, Machine Learning, Data Science, Educational Technology, Learning Experience Design, Human Computer Interaction, or a related field preferred. Ph.D. is an asset
- Candidates with extensive relevant work experience may be considered in lieu of an advanced degree

Experience

- Minimum of five (5) years of experience in educational technology or related roles within higher education
- Experience in leading or supporting research initiatives with a focus on technology’s impact on learning outcomes
- Strong organizational skills with experience in project planning and execution in academic or educational technology environments
- Ability to work effectively in teams, collaborating with cross-functional groups and adapting to changing priorities
- Demonstrated experience using AI tools, immersive-reality platforms, and other innovative solutions to improve student learning

Required Skills

- Proficiency with emerging technologies and their applications in online or hybrid educational settings
- Excellent verbal and written communication skills, able to present complex ideas to a variety of stakeholders
- Commitment to fostering an inclusive learning environment that respects diverse perspectives and ideas

IWU Kingdom Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principles of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity. We will foster an intentional environment for living, teaching and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind.

LIMITATIONS AND DISCLAIMER

As a religious educational institution operating under the auspices of The Wesleyan Church, Indiana Wesleyan University is permitted and reserves the right to prefer employees on the basis of religion (42 U.S.C., Sections 2000e-1 and 2000e-2).

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Indiana Wesleyan University is an Affirmative Action / Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age, veteran status, or any other status protected by law, in the administration of its educational policies, scholarship and loan programs, athletic and other administered programs, and all phases of employment, including hiring, promotion, demotion, treatment during employment, rates of pay or other compensation, and termination of employment. As an equal opportunity employer, Indiana Wesleyan University is committed to compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders except as claimed in a filed religious exemption. Indiana Wesleyan University affirms its position as a Christian University of the liberal arts and asserts its rights to employ persons who subscribe to the intent, mission, and doctrinal position stated in the university catalog. The President, the Administrative Officers, and all persons who have hiring authority will maintain and implement personnel policies and practices to assure that affirmative action/equal opportunity is being actively implemented and that no employee or applicant for employment or promotion shall suffer any form of discrimination. Indiana Wesleyan University will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause Indiana Wesleyan University an undue hardship.

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