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11-Mar-2020

## Content Developer

Harvard Business School

52035BR

### Job Code

RS0056 Researcher II Humanities

### Job Summary

The mission of Harvard Business School (HBS) is to educate leaders who make a difference in the world.

Harvard Business School Online is Harvard Business School's vision of business education reimagined for the digital age. The HBS Online team, dedicated to delivering high quality business education through innovative online concepts, is in a period of growth and expansion. Benefits include being part of the HBS culture of learning and exposure to the larger while enjoying a fast-paced and high-energy environment.

Reporting to the Director, Content Development, the Content Developer works as part of a matrixed team to develop novel online learning experiences for HBS Online. The focus of this position is working on courses targeting finance, accounting, or other quantitative topics.

### Job-Specific Responsibilities

Duties & Responsibilities Include:

#### Content Development

- Work as an integral part of the HBS Online team to develop courses with HBS faculty members
- Provide expertise to faculty and other stakeholders through the development of a comprehensive understanding of HBS Online course platform capabilities, user experience guidelines, and pedagogical possibilities
- Work with faculty to articulate learning objectives that fit the product/go-to market strategy and create HBS Online course blueprint
- Draft a wide variety of written content, including expository text, scripts for faculty video recordings, question prompts, and exercises
- Serve as HBS Online point-person for faculty member(s) content development
- Analyze large amounts of existing academic material, synthesize concepts and propose how they will be integrated into the course
- Develop cases and expert practitioner stories. Shape the integration of the resulting material into the course
- Partner with colleagues in creative development to record, edit, and animate video content
- Work with User Experience to define new platform functionality as needed
- Provide regular updates to project manager and team
- Provide course knowledge to product managers in support of go to market strategy
- Consult with marketing team as they develop subject-specific, short-form content, including blog and social media posts

#### Course Delivery

During the inaugural cohorts of a new course, the Content Developer will:

- Respond to content-specific inquiries from current students
- Aid the platform development team in troubleshooting issues at the intersection of course content and technology
- Maintain course content in the HBS Online platform
- Evaluate student participation in the course
- Articulate priorities for the ongoing refinement and enhancement of course content by studying student activity and feedback; make recommendations to faculty and product management
- Other duties as assigned

#### Basic Qualifications

- BA/BS and five years related experience or coursework or advanced degree with 3 years of experience

#### Additional Qualifications

- This opening requires work experience or significant coursework in the areas of finance, accounting, or related topics
- Intellectual curiosity, a passion for education, and a collaborative spirit

- Ability to learn and utilize technical abilities of the course platform

Prior work or research experience that demonstrates:

- Capability to identify priorities, balance competing demands, and manage work to deadline
- Strong writing skills
- Ability to tell a story from disparate pieces of information
- Attention to detail
- Facilitation experience
- Stakeholder management

### Additional Information

Cover Letter is Required.

Many HBS employees are eligible for Flexible Work Arrangements, which may be explored during the interview process.

Culture of Inclusion: The work and well-being of HBS are strengthened profoundly by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more.

Explore HBS Work Culture at <http://www.hbs.edu/employment/> and learn about other Employment Opportunities. Follow us on Twitter @HBSJobs

Harvard Business School will not offer visa sponsorship for this opportunity.

### Job Function

Research

### Location

USA - MA - Boston

### Department

Harvard Business School Online

### Time Status

Full-time

### Union

00 - Non Union, Exempt or Temporary

### [Salary Grade](#)

056

### Pre-Employment Screening

Education, Identity

### EEO Statement

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, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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