

JOB DESCRIPTION

Role: **Capacity Building and Education – Learning Development and Design Intern**

Project: Cambridge SupTech Lab

Expertise: Learning Development, Instructional Design, Digital Learning, Research

Start Date: ASAP

Duration: 3 - 6 months

Level of effort: 20 – 40 hours per week

Location: Remote/Worldwide – with preference for Cambridge, UK or New York, USA

About the Cambridge SupTech Lab

Financial supervision is currently undergoing a profound paradigm shift, marked by a radical cultural evolution and extensive digital transformation. Financial supervisory agencies are undergoing a metamorphosis, transitioning from reactive, inertial, and localized organizations to their next iteration. They are becoming more forward-looking, innovative, agile, and collaborative, effectively equipped to tackle the challenges of the 21st century.

At the Cambridge SupTech Lab, we are driving the acceleration of this transformation by empowering a new generation of public sector managers, supervisors, technical experts, data scientists, and technologists to lead the innovation within their respective agencies. Moreover, we actively contribute to the development of a supotech marketplace that fulfills the financial authorities' demand for cutting-edge, flexible, and ethical solutions through the supply provided by vendors.

To fulfill our mission, we focus on the following key initiatives:

- i. Delivering world-class online leadership and professional education, experiential training, ground-breaking research, market intelligence, new analytical frameworks, and innovative digital tools.
- ii. Mitigating the risks associated with the procurement of cutting-edge supotech applications.
- iii. Providing assistance to financial authorities and vendors in the development, testing, and deployment of these solutions.

- iv. Cultivating a community of Innovation Leaders who are passionate about leveraging data to create innovative, inclusive, and resilient financial sectors that drive socio-economic and environmental sustainability.

Through these efforts, we aim to shape the future of financial supervision by fostering collaboration, knowledge sharing, and the adoption of groundbreaking technologies. Together, we can pave the way for a more efficient, transparent, and sustainable financial ecosystem.

The Lab is an initiative of the Cambridge Centre for Alternative Finance (CCAF) at the University of Cambridge Judge Business School.

Your role

We are currently seeking a highly motivated and inquisitive Learning Development and Design Intern who possesses a strong passion for professional, personal, and leadership development. The selected candidate will assume responsibility for providing support and making valuable contributions to various aspects, including the creation, design, coordination, and delivery of impactful asynchronous digital and blended learning programs and initiatives.

This internship opportunity presents a chance to acquire practical experience in the field of learning and development, refine instructional design skills, demonstrate exceptional writing abilities, and develop captivating and visually appealing learning content. Your dedication and creativity in this role will contribute directly to the growth and success of the organization and the individuals we serve.

Responsibilities

- Work alongside the capacity building and education team to support and assist with identifying, designing, developing/updating and delivering digital learning materials and initiatives that align with and support our core curricula. This provides the opportunity to collaboratively work on creating eLearning modules, interactive presentations, written materials, quizzes, assessments, and other multimedia components.
- Support in condensing complex information into clear, concise, and engaging content which could include working on creating compelling narratives and storyboards for interactive learning experiences. you may assist in developing educational simulations and case studies related to core subject matter to create engaging and relevant learning experiences for our audience.
- Engage and support various experts and collaborators throughout the learning development process.

- Communicate effectively with stakeholders to gather learning requirements, provide progress updates, and incorporate feedback into eLearning materials.
- Support the monitoring of quality control by conducting thorough reviews and testing of learning modules to ensure accuracy, functionality and a seamless user experience. As an example, you will play a critical role in reviewing and refining the content, interactive elements, and quizzes within the learning platform.
- Contribute to conducting research and analysis on the subject matter of program content for transformation into educational simulations or case studies and enhance integrated learning and design. This will involve exploring cutting-edge trends and practices in for example, supotech implementation, as well as studying effective leadership strategies employed by successful organizations.
- Participate in review and dissemination of programme analytics, including extracting, evaluating, and reporting to stakeholders. You may analyse learner engagement data to identify areas for improvement and suggest enhancements to the learning programs.

Requirements and Qualifications

- Pursuing a higher qualification/degree in Education, Instructional Design, Learning Management, Research, or a related field.
- Understanding of online pedagogy and familiarity with traditional learning theories.
- Proficiency in learning and content management.
- Knowledge of or experience working with SCORM / authoring tools such as Adobe Captivate, Articulate Rise/360, and Vyond.
- Basic understanding of User Experience Design and Graphic Design principles.
- Proficient in Microsoft Office applications, including PowerPoint, Word, and Excel.
- Meticulous attention to detail and a strong commitment to delivering high-quality work.
- Excellent writing and communication skills, with the ability to effectively convey complex information in a clear and engaging manner.
- Strong organizational and time management abilities, with the capacity to handle multiple priorities and meet deadlines.

Desirable

- Familiarity with and understanding of the fields of technology, innovation, product and organizational development, financial regulation and supervisory development, and leadership.
- Demonstrated interest or coursework in adult learning and education programme management.

- Previous experience using digital content creation tools to create learning products or instructional materials.
- Experience with Learning Management Systems (LMS) (Moodle/Canvas).

Candidates need to succeed in technical skills, but also need to embody soft skills to achieve long-term success at Cambridge SupTech Lab:

- Emotional intelligence, communication, and empathy: How is your ability to collaborate effectively with others and work in teams, build relationships, share ideas, and manage conflict?
- Creativity and problem-solving skills: Are you an analytical and critical thinker? Can you find creative solutions to problems?
- Adaptability and flexibility: Our working environment and culture requires you to be agile and adaptable to succeed in this role. Are these your qualities?

What we offer

- a job and a team with a purpose.
- will gain practical capacity building and educational development and delivery experience and insights into the inner workings of a leading innovation lab.
- will have a real impact, contributing to shape more resilient, inclusive, and sustainable financial sectors.
- may be offered financial reimbursement for expenses (relative to your personal circumstances up to £800/month in case of full-time commitment and £400/month for part-time)
- will work with world-leading experts, and have access to the knowledge sharing sessions with peers and experts from the Cambridge Center for Alternative Finance (CCAF)
- will receive a certificate upon successful completion of the internship programme to accelerate your career in digital assets by enhancing your CV.
- Significant professional growth potential.
- Flexible work schedule.

How to apply

Provide an updated version of your CV, a short cover letter and any other supporting documentation. Your cover letter should also include answers to the following questions:

- i What are your qualifications / experience in online learning development and instructional design? Please tell us about it.

- ii Do you have experience with testing methodologies, SCORM, authoring tools and LMS? Please tell us about it.
- iii Do you have any fintech, regtech, suptech and/or bigtech experience or knowledge? Please tell us about it.

Please submit your applications to: SupTechExecEd_Internship@jbs.cam.ac.uk