Position Title: Director of Online Education
Office/Department: Academic Affairs
FLSA Status (Exemption Category): Exempt
Reports To: Vice President for Academic Affairs
Supervisory Responsibility:
Created/Revised by (Date): H. J. Streubert, Ed.D., VPAA (7/2011)
Approved by (Date): Phillip Vargas, Director of Human Resources

Job Summary:

Under the direction of the VPAA the Director for Online Education will demonstrate leadership, innovation, and collaboration in working with administration, departments, faculty, staff and students to promote online learning and teaching, particularly providing stewardship of the DelTak activities; support the development of online programs and courses; coordinate technical training and provide operational support to faculty teaching online, hybrid, and web-enhanced on-site classes; and provide leadership for innovation in web-based teaching and learning.

Essential Functions:

1) Provide leadership for developing and coordinating efforts to implement an online educational process.
2) Act as a liaison for online teaching and learning issues between the schools/college, Continued Learning and the general campus community.
3) Coordinate support and resources for faculty to promote Americans with Disabilities Act (ADA) compliance materials used in web-enhanced, hybrid, or online classes. 4) Coordinate online faculty technology training options, faculty support services, and use of the Teaching Innovation Center and technology-enhanced classrooms for faculty and staff development.
5) Advocate for online teaching and learning in the campus budget and planning process, based upon discipline-specific program reviews, the online education plan, and faculty, staff and administrator feedback.
6) Support departments and work with the academic units to develop appropriate and effective tools for evaluating online faculty.
7) Encourage the development and implementation of tools, technologies, and services related to online education that empower faculty and enhance teaching and learning.
8) Apply for grants and seek out funding sources for innovations in online education.
9) Maintain currency in online education, and web-based culture.
10) Manage for successful implementation of the DelTak contract and growth in online programs, specifically serving as a liaison between academic and non-academic units and DelTak.
11) Collaborate regularly with the appropriate members of the campus community to maintain current technological, resource, and support needs.
12) Provide data regarding student satisfaction, retention, and student learning for use by the campus community with emphasis on online teaching faculty and departments.
13) Assist academic advisors in identifying available online courses, online certificates and degrees, and facilitating the sharing of information from faculty to students about online courses.
Monitor demand for and expansion of online programs and course offerings as a basis for college planning.

Assist in the development of policies and procedures for the distance education program within the shared governance framework.

Make recommendations to appropriate departments, administrative offices and college governance committees regarding how to best provide support for online education.

Propose and administer the budget for activities, services, and operations related to online learning and teaching.

Perform other duties as assigned within the scope of the position.

Additional Responsibilities:

1. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

1) Experience with a variety of course management systems and open web tools in the delivery of online teaching and learning.
2) Demonstrated expertise in the theory and practice of online learning pedagogy.
3) Knowledge and experience in online course materials development based on best practices, research, and current adult learning theories
4) Strong technical aptitude and skills, ability to learn new technology quickly, and ability to stay abreast of current online education trends and technology.
5) Knowledge about and practical experience with emerging trends in online learning.
6) Experience working collaboratively with faculty, staff, and students who have different levels of technical expertise.
7) Excellent verbal, written, and interpersonal communication skills.
8) Previous administrative and/or management experience and supervision of small to medium teams.

Education and Experience:

1) Four years of recent and relevant experience developing and teaching online courses.
2) Master's degree in educational technology, or other related master's degree with emphasis in online learning, teaching and theory (doctorate highly desirable)

Minimum Starting Rate: $85,000

Applicant deadline: Open until filled

OLLU seeks to attract, develop, and retain the highest quality of faculty, staff, and administrators. The University is committed to diversity and strongly encourages applications from women and minorities. EOE