STETSON UNIVERSITY

JOB DESCRIPTION

POSITION TITLE: Director of Online Learning and Educational Technology

JOB CLASS: Staff

SUPERVISOR: Associate Provost for Faculty Development and Associate Vice President for Information/CIO

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: Yes

DEPARTMENT: Online Learning and Educational Technology

POSITION OVERVIEW:
Stetson University seeks a highly-motivated leader with a passion for educational technology to provide vision, leadership and management expertise in support of the design, delivery and evaluation of online/hybrid courses and instructional materials. The Director of Online Learning and Educational Technology works closely with deans, administrators, faculty and staff across Stetson University to develop and implement high-quality courses and programs in online and hybrid formats.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Master’s degree in an appropriate field; doctoral degree preferred. At least 4 years’ experience in facilitating online learning and educational technology in higher education. Demonstrated ability to interact comfortably and respectfully with diverse individuals and within diverse cultures is required. Infectious passion for educational technology and the role of online and hybrid learning in liberal arts and professional education. Ability to lead and execute a motivating vision while working with diverse stakeholders, and managing multiple priorities and initiatives. Demonstrated ability to exercise effective independent professional judgment. Demonstrated ability to function constructively as part of a high-energy team, and to form productive collaborations with faculty, students, staff, and administrators. Excellent written and oral communication skills. Responsible budget development and management skills; knowledge of financial models for international study programs. Position requires travel.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Direct the successful development and implementation of Stetson University’s online educational strategy.
- Under the direction of the Associate Provost for Faculty Development, collaborates with the Assistant Vice President for General Education, Assistant Provost for Student Success, deans, department chairs and faculty to facilitate learning and teaching innovation across Stetson University’s curricula.
- Assist faculty in identifying, developing, exploring and implementing pedagogically relevant instructional strategies that support the advancement of online teaching and learning.
- Market online courses to current and prospective students.
POSITION TITLE: Director of Online Learning and Educational Technology

- Develop appropriate requirements, standards and training for online course development.
- Evaluate existing online courses offered by Stetson to ensure they are pedagogically sound and provide a high-quality learning experience for students.
- Ensure compliance with government regulations and accreditation standards.
- Develop and maintain effective distance-learning infrastructure and support for faculty development (working closely with IT staff).
- Serves as a liaison between faculty and IT staff while promoting the use of educational technology in the classroom.
- Build a system for ongoing quality improvements through course and program evaluation.
- Maintains awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional technology.
- Supervise and mentor instructional designers and other staff for online and blended learning, including defining responsibilities, goals, and objectives.

ROUTINE DUTIES AND RESPONSIBILITIES:
- Requires some physical effort, i.e., some standing and walking, light lifting (10 - 15 pounds); and manual dexterity in operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods of time at a keyboard and PC monitor. Perceptual demands for sound, form, texture, and depth.
- Perform other site and position specific functions as assigned.

WORKING CONDITIONS: Duties require some physical effort, i.e. some standing and walking, bending, light lifting; dexterity in the operation of office equipment; extended periods of time at a keyboard; working in a busy area with many possible distractions.

APPLICATION PROCEDURES: Please submit a cover letter and resume, with names, addresses, emails and telephone numbers of three professional references to the Department of Human Resource at humres@stetson.edu or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. Review of applications will begin immediately and continue until filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.