Director of Online Learning and Educational Technology  October 23, 2015

**Position Title:** Director of Online Learning and Educational Technology

**Reporting Line:** Associate Provost for Faculty Development and Associate Vice President for Information Technology

**Job Summary:** 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.

**Key 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
- 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 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

**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.*