Assistant Director, Distance & Extended Learning

Job Code 50023333

General Description
Manage and oversee the correspondence program of the Office of Distance and Extended Learning.

Examples of Duties
Oversee course production process from print-based to courses to online content.
Collaborate with staff and faculty in development of online courses to ensure course content meets faculty, office, and university standards of quality.
Assist the Director in distance education program tracking for SACS and THECB reporting and in the tracking and archiving of Distance Education Program Proposals.
Update content on the Office of Distance and Extended Learning website.
Train staff on correct course production procedures and software related to course production.
Supervise Instructional Designers
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; federal and state regulations regarding distance education; instructional design; course grading methods

Skill in: Preparing clear, concise, and complete reports; establishing rapport with faculty and staff, coordinating effective management of project; operating a personal computer and related software

Ability to: Read and interpret manuals and understand university policy and procedures; perform intermediate math; develop marketing material for correspondence courses; resolve problems when converting content from one application to another; write policies and procedures consistent with accepted correspondence studies practices

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements