

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President & Chief Online Education Officer

Skill Category: Executive/Administrative

Position (Employee) Class: 1M130 (E1)

Grade: NC

Date: 09/2021

Department: Division of Academic Affairs

Educational & Experience Requirement: Bachelor's degree is required in Information Technology or a related field. Graduate degree is preferred. Demonstrated leadership and substantive executive management experience in a centralized distance-learning unit at a university or considerable executive management and technical experience in a corporate or higher education setting in distance learning course design, development, production and delivery. Executive management experience with national educational networks or credit granting higher education institutions preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assumes delegated responsibility for creating a centralized distance learning support team and provides the leadership and coordination with academic departments to develop degree programs and courses offered online and in hybrid formats.

Supervision Given & Received: Reports to the Provost and Sr. Vice President for Academic Affairs. Directly supervises support staff personnel. Has authority over various directors of academic support areas and others as assigned, and the responsibility to provide leadership and supervision.

Primary Responsibilities: Creates a centralized distance learning support team; provide leadership and coordination with academic departments to develop degree programs and courses offered online and in hybrid formats. Manages the continuing migration toward leading edge technologies in synchronous and asynchronous delivery formats. Oversees the programmatic activities of videoconferencing as well as video production, graphics, video streaming, and multimedia production units that produce materials for online programs and courses. Performs strategic planning and budget management. Creates and negotiates collaborative partnerships in the private and public sectors. Develops and negotiates Request for Proposals (RFP's) and grant proposals with contracting organizations and third party service providers for asynchronous course production using new media applications. Performs other related duties as assigned.

Other Specifications: Strong communication and interpersonal skills are required in order to establish and maintain a team environment where mentoring and information sharing are routine. Candidate should have working knowledge of the theory and application of state-of-the-art software and hardware systems ranging from asynchronous course production using new media authoring and Internet tools to television and video program production. In addition, considerable understanding of course delivery technologies (satellite, cable, streaming video, fiber optics, Internet, etc.) is desired.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.