

Classification	Associate Vice President for Distance Learning
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M130
Full Time Part Time	Full Time
Educational and Experience Requirement	A Bachelor's degree is required in Information Technology or a related field. A 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.
Primary Responsibilities	Create 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. Manage the continuing migration toward leading edge technologies in synchronous and asynchronous delivery formats. Oversee 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. Perform strategic planning and budget management. Create and negotiate collaborative partnerships in the private and public sectors. Develop and negotiate 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

	<p>addition, considerable understanding of course delivery technologies (satellite, cable, streaming video, fiber optics, Internet, etc.) is desired.</p>
<p>Supervision Given and Received</p>	<p>Reports to the Provost and 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.</p>

Title Information