

Title Information

<b>Classification</b>	Director of Special Projects for Distance Learning
<b>Grade</b>	NC
<b>Working Title</b>	
<b>FLSA Status</b>	Exempt
<b>Position Class Code</b>	1M170
<b>Full Time Part Time</b>	Full Time
<b>Educational and Experience Requirement</b>	Bachelor's degree in Instructional Design or Technology, Educational Technology, Computer Science, Education or related field. Seven years experience in the development of electronically delivered courses, preferably in higher education, or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
<b>Nature &amp; Purpose of Position</b>	The Director of Special Projects will provide organizational infrastructure to include the online course database, MyLabs implementation, Banner related enrollment projects, and researching new technologies for online learning.
<b>Primary Responsibilities</b>	The Director of Special Projects for Distance Learning participates in the on-going planning processes that include specific objectives, activities, and time frames. Advises the Associate Vice President on policy, budgetary, technical, and pedagogical matters related to the projects at hand. Develops and assists with the usage of the distance learning database tracking system for program tracking and evaluation, online course requests, development, evaluations, and faculty certifications and trainings. Provides organizational infrastructure to include the online course database, MyLabs implementation, and Banner related enrollment projects. Creates and maintains new data fields for database operations for the entire DELTA Center staff. Works with Banner staff to ensure upcoming hybrid courses are coded properly in the system. Provides data to the Associate Vice President for reporting information to the Coordinating Board as well as other committees. Researches new emerging technologies for online education at Sam Houston State University. Performs other related duties as assigned.
<b>Other Specifications</b>	Must be able to work collaboratively with staff in diverse disciplines toward the goal of effective planning for future growth of online programs and courses. Must be effective in

	<p>interpersonal, speaking and written communication skills. Must be effective in computer and related technology skills.</p> <p>This position may be designated as a Campus Security Authority (CSA).</p>
<b>Supervision Given and Received</b>	<p>Provides supervision to graduate students. Incumbent receives minimum direction in major terms or objectives. Final results are appraised largely with respect to attainment of program objectives. The Director will report to the Associate Vice President for Distance Learning and will advise the Associate Vice President on policy, budgetary, technical, and pedagogical matters related to the projects at hand.</p>