

Job Description

Classification	Executive Director of Online Operations
Grade	NC
FLSA Status	Exempt
Occupational Category	Executive/Administrative
Position Class Code	
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's degree in Instructional Design or Technology, Educational Technology, Computer Science, Education or related field. Five years of 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.
Nature & Purpose of Position	Provides strategically-focused leadership and support for Distance Education and Learning Technologies for Academics (DELTA). Enhances distance education by directing resources, infrastructure, systems and knowledge to the enrichment of education and its access via online course development and delivery, instructional technology integration, faculty training, and user support services.
Supervision Given and Received	Works under minimum direction and supervises employees.
Primary Responsibilities	Directs the analysis, planning, and implementation of strategic initiatives in support of the Distance Education and Learning Technologies for Academics (DELTA) center and the university vision. Provides leadership and oversight related to the execution of University projects touching Online Operations. Promotes and encourages the university's role in furthering online education and contributing to the community of practice to increase access to quality education via online means. Communicates at all levels in the organization to ensure that strategic plans are clearly understood and the vision, values, and philosophy of DELTA center are maintained. Makes recommendations for policies, process improvements, and changes in protocol to enhance the services provided to the SHSU community and external constituents. Promotes and maintains effective communication with all constituencies, both internal and external. Serves as the primary liaison to online course development, operations, Learning Management System (LMS) administration and user support services including help desk operations and faculty training. Proposes and allocates departmental resources to ensure the highest level of support to internal and external constituents. Provides leadership and oversight of all functions of the online operations area for the DELTA center including instructional design and course development, instructional technology integration, LMS administration, user support services help desk, and faculty training. Provides oversight and evaluation for personnel within the online operations department. Encourages a culture of quality, innovation, teamwork, and excellence throughout the department and in representation of the DELTA center. Serves as an internal stakeholder representing DELTA online operations, meeting regularly with deans and department chairs to report, plan and strategize around the unique needs and initiatives of

	<p>each college/department related to online education and to ensure courses and programs are offered. Serves on various committees in support of the university's mission and initiatives and in representation of the DELTA center and related functions. Works closely with the Office of Information Technology to ensure the successful, ongoing integration of distance education technologies with other campus-wide systems. Collaborates with all DELTA teams to support, develop and augment distance education efforts. Performs other related duties as assigned.</p>
Other Specifications	<p>Manages the online operations budget and allocates funds for resources. Contributes to the DELTA center newsletter. Drives the implementation of short-term and long-range university goals and objectives as they pertain to online programs and online courses. This position may be designated as a Campus Security Authority (CSA).</p>