



<b>Position Title:</b>	Director, Virtual College	<b>Job Code:</b>	0912CT
<b>Reports To:</b>	Executive Director	<b>Job Group:</b>	PEC
<b>Department:</b>	Virtual College	<b>Salary Grade:</b>	19
<b>Prepared By/Date:</b>	Jennifer C. Brito/12-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Ruth Ann Balla/07-27-2011		
<b>Revised:</b>	Martha Arrieta/07-27-2011		

### **Summary:**

This position is responsible for overseeing the academic programs of the Virtual College. This position will provide academic leadership for the development, implementation, and evaluation of programs in order to ensure programs effectiveness and quality. The Director is a managerial employee who acts on behalf of the College providing support and advice in the collective bargaining agreement.

### **Essential Duties and Responsibilities:**

- Monitors student success rates online courses across all schools and disciplines working with chairs, course developers, and faculty to improve student success
- Serves as liaison with school directors and discipline conveners to prioritize new online course development as well as development of online programs and certificates
- Hires, supervises, and evaluates the Instructional Design Manager and the Course Delivery Manager
- Develops processes for chairs to evaluate faculty teaching online courses
- Provides training and support for chairs concerning online courses, online course development, and online teaching
- Identifies equipment, resources, and certifications necessary for successful program implementation
- Ensures the development and implementation of all appropriate budgets
- Provides effective strategic planning and ensures the development of appropriate and innovative online education delivery methods and schedules that meet students' need
- Participates in the development and implementation of Virtual College policies, procedures, and guidelines
- Coordinates grant development and assists the Executive Director by addressing issues involved with the delivery of online courses, technology development and employee development
- Hires, supervises and evaluates adjunct faculty across all disciplines and schools
- Resolves issues and problems that may arise with faculty (by working with chairs across all campuses), adjunct faculty, and students
- Implements and evaluates adherence to criteria of accrediting agencies, including the Southern Association of College in Schools (SACS)
- Works with others in the Virtual College and the College Communications Department to develop and implement a marketing plan
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of criteria of accreditation agencies, especially Southern Association of Colleges and Schools (SACS)
- Knowledge of Microsoft applications

- Knowledge of budget preparation
- Excellent organizational and communication skills (both oral and written)
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in an appropriate discipline and six (6) years of demonstrated administrative/managerial experience is required

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name