

Sul Ross State University
Position Description

Official Title: Activity Director – HITAP **Salary Group:** Unclassified (6) **Job Code:** 1628

Summary

Function:

Scope:

Duties

Essential: Collaborate between SRSU and Midland College to ensure development of required distance education courses and seamless transfer process; Coordinate with faculty to develop distance delivery degree options in Education, Kinesiology, and Criminal Justice; Oversee the creation of comprehensive online student services program; Coordinate project-related professional development for the campuses. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Supervise and evaluate the Instructional Designer, Technical Specialist; and Transfer Specialist

Given:

Education

Required: Bachelor's Degree

Preferred: Master's Degree

Experience

Required: At least two years of grants and project management experience in the higher education environment; Experience in overseeing conversion of classes into distance delivery formats; Demonstrated ability to work as part of a team.

Preferred: Bilingual (Spanish/English)

Equipment/Skills

Required: Knowledge of multimedia presentations and distance learning technology and instructional techniques.

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 2012