

Sul Ross State University

Position Description

Official Title: Director of Distance Education **Salary Group:** Unclassified 9
Job Code: 1209

Summary

Function: Establish and maintain programs for distance education for the institution, including agreements, processes and technology.

Scope: Responsible for long term planning of distance education processes and technology for the institution, including the ALP and RGC campuses. Ensure that processes and technology are compliant with SACSCOC principles for distance education. Assess effectiveness of distance education classroom technology and processes.

Duties

Essential:

Coordinate with all Sul Ross State University departments, including those in Alpine (ALP) and the Rio Grande College (RGC) campuses, and external agencies to establish and maintain programs for distance education for the institution, including agreements, processes and technology. Logistically support articulation agreements between other institutions of higher education and dual credit agreements for area high schools..

Ensure OIT technical staff are trained and ready to support technologies for distance education. Help train faculty (in conjunction with Area207) in the use of distance education process and technology. Work with the CIO and OIT leadership team on strategies for improving distance education technology and processes, and ensure adequate support exists for these critical items Responsible for student satisfaction and outcome assessments. Maintains a central repository of research data; collects, analyzes, and publishes statistical data.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Other duties as assigned by the supervisor.

Supervision

Received: VP OIT

Given:

Education

Required: Bachelor's degree

Preferred: Master's degree

Experience

Required: Two years administrative experience in higher ed., including program evaluation and budgets. Two years of experience in curriculum design and/or technical degree. One year of experience teaching with technology. Two years of experience in developing or implementing transfer programs.

Preferred: Five years' administrative experience in higher ed., including program evaluation and budgets. Three years of experience in curriculum design and /or technical degree. Two years of experience teaching with technology.

Equipment/Skills

Required: Strong interpersonal and communication skills, particularly with the faculty of the campuses.
Demonstrated team leadership ability.

Preferred:

Working Conditions

Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

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

Date revised: October 2015