

**Job Code: 101623**  
**Position #: (NUNC) (E)**  
**Developed By: KT, AV**  
**Reviewed By: LK, DLJ**  
**Approved By: LK**  
**Date: 01/2023**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Director, Online Education & Instructional Design

**DIVISION:** Academic Affairs (Office of the Provost)

**REPORTS TO:** Associate Vice Provost, Office for the Advancement of Teaching and Learning

**GRADE:** 14

**SUPERVISES:** Instructional Design and support staff, graduate teaching assistants

**BASIC FUNCTION:**

Develop, administer, and assess the impact of the University's Online Education programming, including the URI Online's (URIO) instructional design program. Provide leadership to engage members of the University faculty to advance excellence in online teaching and learning by designing, overseeing, and offering a combination of workshops, seminars, and consultations. Provide expertise in the scholarship of teaching and learning to help faculty members identify a range of evidence-based practices that are appropriate for their online and blended courses. Supervise the URIO Instructional Design Team, as well as graduate assistants and staff engaged in Online Education programming. Collaborate with the Associate Vice Provost, the Director of URI Online and other staff in the Office of Advancement of Teaching and Learning (ATL) in strategic planning efforts and in the design of appropriate assessment methods for all efforts related to online education, including URIOL. Due to the critical nature of the support provided to URIOL, this position has a dotted reporting line to the Director of URIOL.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide leadership in strategic planning for the Online Education programming and URI Online's instructional design program, including conducting needs assessments and collaborating on program assessments when appropriate.

Collaborate with the Director of URI Online to establish and administer protocols and processes for consistency and quality in instructional design within URI Online academic programs.

Provide leadership and supervision for the URI Online Instructional Design Team, including ensuring professional development for ID team members.

Provide leadership for special faculty initiatives to advance digital teaching and learning opportunities at URI at all levels.

Design protocols for consultations with URI Online program directors in support of program creation and development

Design protocols for consultations with faculty about instructional design trainings and course developments.

Assess the effectiveness of the Online Education programing.

Provide leadership, expertise, and consultation with various university-wide committees on issues related to online and blended teaching and learning, and the future digital landscape of higher education.

Collaborate with ITS to provide leadership on projects and committee related to online teaching and learning.

Work closely with the LMS team to provide leadership on projects and committees related to instructional design.

In conjunction with the Associate Vice Provost of ATL, ensure budgeting aligns with funding source requirements.

Engage in professional development to stay current with trends in online education and instructional design..

Collaborate with Faculty Development and Student Learning Outcomes Assessment to integrate student learning outcomes assessment and faculty development opportunities into online/blended teaching and learning.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Personal computer and printers; word processing, database management, spreadsheet and presentation software, learning management systems and classroom technology.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. The position includes remote working conditions, including evenings and weekends as needed.

#### **QUALIFICATIONS:**

**REQUIRED:** Ph.D., Ed.D. or terminal degree; Minimum of three years of experience of college teaching online at the time of appointment; Demonstrated experience in providing leadership to online pedagogy programs or projects; Minimum four years of online/blended faculty development experience in a higher education setting; Demonstrated experience in developing and conducting workshops on online teaching and learning; Demonstrated knowledge of educational psychology, learning theory, evaluation, and instructional methodology; Demonstrated experience in quantitative or qualitative research; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**