

Job Code: 100209
Position #: PSA (E)
Developed By: DG
Reviewed By: DG, LB
Approved By: LK 4/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Online Education

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Director, Office for the Advancement of Teaching and Learning

GRADE: 14

SUPERVISES: Instructional Design Specialist, clerical staff, graduate teaching assistants

BASIC FUNCTION:

Develop, administer, and assess the impact of the University's Online Education Program. Provide leadership to engage members of the University faculty to advance excellence in teaching and learning online and in a blended format by designing 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. Collaborate with the Director 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 those efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership in strategic planning for the Online Education Program, including conducting needs assessments when appropriate.

Serve as project manager for special faculty initiatives (e.g. online pedagogy, blended pedagogy, accessibility in online learning, diversity and inclusion online)

Design protocols for consultations with individuals, faculty groups, and academic units about teaching and learning online and in a blended format.

Design, advertise, conduct, and evaluate workshops, seminars, and other events for faculty members and other relevant campus stakeholders on online/blended pedagogy, designing online courses, developing online programs.

Design and implement initiatives that support online faculty participation in the Scholarship of Teaching and Learning.

In conjunction with the Director, evaluates the effectiveness of the Online Education Program.

Provide supervision for the Instructional Design Specialist, including ensuring professional development for this position.

Write, and help others to write, grant proposals for external funding of special instructional improvement initiatives.

Create, find, and disseminate resources related to online/blended teaching and learning.

In collaboration with the other offices in ATL and with the Faculty Development specialist, oversee the design and maintenance of the Online Education website.

Provide leadership, expertise and consultation with various university-wide committees on issues related to online and blended teaching and learning.

Work closely with ITS and provide leadership on projects and committees related to online teaching and learning.

In conjunction with the Director, ensure budgeting aligns with funding source requirements.

Engage in active research to stay current with trends in Online Education.

Participate in conferences/conventions through attendance or facilitation of workshops to represent the Center and University.

Work closely with the Offices of Faculty Development and Student Learning Outcomes Assessment and Accreditation to assist in efforts 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.

QUALIFICATIONS:

REQUIRED: Ph.D., Ed.D. or terminal degree with at least two 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 (including consulting with post-secondary faculty about online/blended teaching and learning issues); 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 proficiency in written

communication skills; Demonstrated strong interpersonal and verbal 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.