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Developed by: KT; JF
Reviewed by: DLJ, LK
Approved by:... .. LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, URI Online

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Director, URI Online

GRADE: 14

SUPERVISES: Professional staff, specialists, support staff, and graduate assistants

BASIC FUNCTION:

Help to develop new online programs and strategic initiatives that further the growth of URI Online. Work with academic units to develop new online programs from market analysis through launch to fully scaled programs. Work with Deans, Department Chairs, and faculty to identify and develop high quality online programs. Analyze potential revenue generating programs and provide support through the seed grant submission process. Assist in monitoring and evaluating program success and sustainability including strategic planning by evaluating and recommending proposals for new initiatives. Ensure that URI Online is in compliance with all state and federal regulations including maintaining URI's membership in SARA. Work collaboratively with the Assistant Directors for Instructional Design and Online Pedagogy to align their work with the development and launch of new programs. Collaborate with the Director and other staff in the Office for the 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:

Manage the University's development, implementation, and assessment of URI Online's programs including developing resources to provide guidance on how new online academic degree programs can be launched, made scalable, and be financially sustainable.

Collaborate with Deans, Department Chairs, and faculty to identify promising online programs which are both marketable to students and have strong employment possibilities for our graduates.

Collaborate with the Provost's Office to ensure such programs have an independent analysis of the market for such programs, the job opportunities for graduates, and the competition.

Work with the Director of URI Online to identify and develop new strategic initiatives to support the goals of URI Online.

Work closely with program administration and key faculty to facilitate design and development of online programs.

Support new URI Online initiatives such as micro-credentialing, badges, and corporate partnerships.

Work closely with the Assistant Directors of Online Education for Instructional Design and Training to ensure faculty for programs are adequately trained, that courses are designed appropriately, and that all courses meet Quality Matters (or another similar standard) criteria.

Collaborate with Provost's Office to provide budgetary support as related to URI Online programs to include developing and managing program budgets.

Provide oversight of the online accelerated General Education courses to include scheduling and funding.

Work with the Office of Institutional Research to compile data on URI Online programs; distribute this information to URI stakeholders and respond to information requests from external entities.

Work closely with the Communications and Marketing Department on marketing of URI's online program including the development of program websites.

Contribute to ongoing quality assurance efforts and benchmarking of programs.

Collaborate with Enrollment Services, Admissions, Instructional Technology, Institutional Research, the Budget Office, and other University Offices to develop systems and resources to support online programs.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printer, word processing, database management and spreadsheet software, knowledge of CRM.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Ph.D., Ed.D. or terminal degree with a minimum of two years of leadership experience in higher education, OR Master's Degree with four years of administrative leadership experience in higher education; Minimum of four years of experience with online programs management, marketing, development, regulatory compliance, and/or instruction; Demonstrated experience with online innovation and best practices for supporting online programs; Demonstrated ability to develop, manage, and oversee program budgets; Demonstrated experience working collaboratively with multiple stakeholders; Demonstrated experience managing teams and complex projects; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with program assessment; Demonstrated experience with data analysis and presentation; and, Demonstrated experience working with a Customer Relationship Management (CRM).

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