



Position Vacancy Announcement

Posting Date: October 7, 2009

Position Title: **DIRECTOR OF DISTANCE EDUCATION**
Hiring Range: \$39,912 - \$45,899
Level 15

Advertising Internally & Externally

The Director of Distance Education reports directly to the Vice President for Instructional Services. The Director coordinates with all areas of the College to provide instruction and service to students, faculty, and staff. The Director is responsible for leading, directing, and assessing the College's distance education program and providing leadership in integrating innovative technologies to support the distance learning process.

Minimum
Qualifications:

Required:

- Bachelor's degree in education, learning technology or design, communications, or related field
- An understanding and commitment to the comprehensive community college philosophy and mission
- Successful leadership and administrative experience in education or business
- Experience developing visions, missions, and strategies for competitive, technology-powered organizations
- Demonstrated understanding of instructional technologies related to learning and student support services
- Demonstrated experience assessing and improving customer satisfaction
- Knowledge of learning theories
- Demonstrated understanding of course management systems for distance learning
- Demonstrated competency in strategic planning and budget management
- Demonstrated competency in written, oral, and interpersonal communication skills
- Demonstrated ability to promote the use of technology to facilitate learning
- Experience working with and providing services to diverse populations
- Knowledge of policies and issues related to distance learning and learning technologies.
- Demonstrated ability to promote collaboration, teamwork, and involve stakeholders in decision-making processes
- Online teaching experience
- Ability to work effectively in a team and without close supervision
- Ability to plan work, set priorities and to distinguish between the important and the urgent
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees

Preferred:

- Master's degree or coursework in related area
- Teaching experience at the community college or university level
- Technical expertise with course delivery software, web development, video, or multimedia production
- Demonstrated understanding of program evaluation and continuous improvement.
- Experience planning, developing, and administering non-traditional instructional programs and courses.
- Demonstrated success at strengthening an organization's competitive advantage through distance education planning and programming and/or through the adoption of innovative learning technologies

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- Demonstrated success in developing meaningful collaborations with faculty and staff in a higher education environment
- Spoken and written proficiency in a foreign language, preferably Spanish

Duties and
Responsibilities:

DUTIES:

- Provide leadership in distance education to assist the College in achieving the goals identified in its strategic plan
- Work collaboratively with the curriculum division chairs and program heads, Dean of Archdale Center, Dean of Basic Skills, Dean of Corporate and Continuing Education, Dean of ESTC and all departments of instruction to develop new distance education courses and programs
- Identify, implement, manage and maintain systems and services that facilitate quality, innovative, and student-centered distance learning opportunities
- Plan, coordinate, implement, and assess professional development for distance education students, faculty, and staff
- Support and engage faculty and staff in the design, development, delivery, and use of instructional technologies to improve learning distance education.
- Liaison with all other areas of the college to continuously improve services and support for Distance Education students, faculty, and staff
- Coordinate marketing efforts of distance education initiatives, programs, and services.
- Coordinate course and instructor evaluation and develop strategies for utilizing the results of evaluation
- Investigate, recommend, and implement new delivery systems and technologies related to Distance Education
- Implement strategies to increase retention among distance education students
- Supervise and coordinate the activities of the DE Staff
- Work closely with the Virtual Campus Technical Coordinator to ensure continuous planning, budget, evaluation, access and improvements to services that support Distance Education initiatives
- Development and updates to distance education areas of the new RCC website
- Integrate online course delivery and management
- Oversee statistical analysis
- Make recommendations regarding the Distance Education budget to the Vice President for Instructional Services
- Serve as the distance learning college liaison on local, state, and federal levels (including but not limited to distance learning service/support vendors, contractors, the NCCCS, regional, state, and national distance learning associations, and SACS
- Actively serve, coordinate, and provide support and resources to the Distance Learning Planning Team
- Serve on institutional, community, regional, state or national committees as appointed or requested
- Perform other duties as assigned
- Act as a team player when working with any and all employees of the College
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate

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Application
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered. Position open until filled.

Contact:

Human Resources Office
humanresources@randolph.edu
Randolph Community College
PO Box 1009
Asheboro, NC 27204

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