Position Title: Associate Vice Provost for Online Initiatives and Director of Distance Learning Technologies

Department: Office of the Provost

Reports To: Provost and Vice President for Academic Affairs

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: October 2014

POSITION SUMMARY

Fisk University is hiring an Associate Vice Provost for Online Initiatives and Director of Distance Learning Technologies to integrate the strategic selection of technology infrastructure with faculty development for creation and delivery of educational materials in a Web-based environment. This individual, as part of their leadership role, will contribute to the implementation and sustainability of Fisk's technology infrastructure and technology-enhanced teaching and learning, in person and online, by submitting proposals for external funding, as appropriate.

This individual will provide vision, leadership, coordination, and expertise in support of faculty design and delivery, and evaluation of technology enhanced face-to-face and online curricula, courses, trainings, and instructional materials. The successful candidate will possess an in-depth understanding of hardware and software tools available for developing and supporting these instructional materials.

Preferred experience includes: 1) demonstrated expertise in educational media development, 2) digitized audio and video technologies, 3) effective pedagogical application of technology to teaching and learning, 4) a strong educational technology background, 5) proficiency in the design and creation of instructional graphics, 6) student authentication processes, and 7) the ability to maintain high levels of creativity and quality.
ESSENTIAL FUNCTIONS

- Improving the effectiveness of all online processes by integrating infrastructure and faculty or staff-initiated efforts on behalf of students and student learning.
- Coordinating and, where appropriate, training of staff and faculty in the instructional design for online and hybrid (blended) course development, including workshops and other training tools.
- The selection of partnerships to outsource various functions to achieve these goals.
- Assuring compliance with SACS reporting efforts around online and distance education.
- Supporting the infrastructure essential for institutional research and evaluation of our education programs.
- Provide long-term planning and day-to-day management of integrated infrastructure and technology enabled teaching and learning programs.
- In collaboration with the staff of the Office of the Provost, create and sustain faculty learning teams about technology, including online learning tool development, and identify and secure continued learning opportunities via Web and in person efforts.
- In partnership with the Office for Student Affairs, develop long term plans and oversee their implementation to assure online amenities for students that meet their academic and related needs.
- Complete required reports for funded and non-funded programs in these areas.

SECONDARY FUNCTIONS

- Ensure a consistent and complete adherence to all federal and institutional policies.
- Establish and maintain open and high fidelity communication among the faculty and staff.
- Monitor the congruence of objectives with the University priorities and goals.
- Serve as ‘adjunct’ faculty, learning faculty and student needs.
- Monitoring the progress of the project toward achieving specific project milestones and objectives on schedule.
- Monitor the congruence of objectives with the University priorities and goals.
- Overseeing and facilitating the project evaluation process and ensure that it supports and is integrated with evaluation of the Comprehensive Development Plan.

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational and project management skills (e.g., establishing goals and objectives, planning, meeting deadlines, work flow, team work, people management, and time management).
• Acceptable knowledge of theory and pedagogy of online education.
• Proficient in Web 2.0 and latest online learning and teaching tools.
• Familiar with Learning Management Systems (e.g., Blackboard), assessment tools (e.g. Livetext), and student information systems (e.g. Banner, etc.).
• Proficient in both Windows and Mac operating systems.
• Aware of infrastructure needs for online education.
• Excellent communication skills.

QUALIFICATIONS

Education: Master's degree in Information Technology, Instructional Design, Distance Education or related field

Experience: One to two years experience in Higher Education preferred; At least two (2) years work experience to include instructional design, curriculum development, web development (including HTML coding, JAVA scripting, forms development, and multimedia production) and/or post-secondary teaching.

Licenses or Certificates: None required

Additional Requirement: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.