

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: January 5, 2021 Department: Title III – Enhancing the Teaching and Learning Environment

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Application Deadline: January 17, 2021 Date position to be filled: ASAP

Position Title: Online / Virtual Learning Director

Salary (annual): \$85,000 or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status

Part-time
_____% of time
 Full-time

Faculty Position

Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Dr. Teresa Hardee Telephone No: 504.286.5117

Contact Email Address: thardee@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description

The Director oversees the development, monitoring, and assessment of online learning. This includes the development and implementation of policies, procedures and guidelines for distance learning along with managing the daily operations of this department. The Director supervises the staff that oversees the administration of the LMS. The Director works with faculty and staff to promote distance education; coordinates development of online courses and provides oversight of the development process; provides training to faculty for the LMS and instructional technology. The Director provides support to students and faculty in the areas of online learning and instructional technology.

Minimal qualifications

Master's degree from an accredited institution with a major in e-learning, online learning, instructional design, instructional technology, or in a related field with at least three years experience in online learning; Minimum of three years of experience that includes administration of online learning, instructional design, curriculum development, web development, or online post-secondary teaching.

Preferred qualifications: Ph.D. from an accredited institution with a major in eLearning, online learning, instructional design, instructional technology, or in a related field with at least three years' experience in online learning; Five or more years' experience that includes administration of online learning, instructional design, curriculum development, web development and/or post-secondary teaching; Quality Matters Certified Peer Reviewer; Knowledge of and experience with administration of LMS software.

Remarks

Submit electronically a statement of interest, three letters of recommendation, curricula vitae, official graduate education transcripts

Apply To:
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AN EQUAL OPPORTUNITY EMPLOYER