



**DATE ISSUED:** 04/08

**FLSA:** Exempt

**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Associate Director of Distance Education

### ***JOB SUMMARY***

Performs administrative and supervisory work in the operation of the distance education program for Texas Woman's University in conjunction with the Director of Distance Education. Assists the Director with overall operations, planning, and assessment and serves as acting director when requested by the Director. Primary responsibilities include supporting academic units in complying with the University's overall quality plan for online instruction. This position serves as the intellectual lead in online teaching and learning at the University. Work is performed under minimal administrative supervision with evaluation based on the effective operations of the office and goals obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Distance Education

*Supervises:* Senior Instructional Design Specialists, Instructional Design Specialist

### ***PRIMARY DUTIES - May include, but not limited to the following:***

Provides management oversight for activities within the Faculty Center related to distance education and online instruction.

Assists with the administration of the DE unit including making job assignments, setting unit priorities, handling problems, and supervising employees.

Plans, directs and coordinates training programs for academic units in online instruction and promising practices.

Leads development of instructional support for faculty engaged in distance education.

Serves as a liaison between Lifelong Learning and academic units engaged in online distance education.

Provides project plan management and reporting for projects.

Establishes procedures and policies to ensure the quality of TWU's online courses.

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Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Coordinates research and reports on issues pertaining to online distance education and promising practices.

Develops professional development plan for staff under change.

Attends appropriate conferences and seminars to maintain an up-to-date knowledge of instructional techniques & technology.

Presents on topics related to distance education, technology, and the University at state and national conferences.

Performs other duties as requested.

### **EDUCATION**

Doctoral Degree in Education, Curriculum Development, Information Studies, Instructional Technology, or related field.

### **EXPERIENCE**

Three years Teaching/training experience required. Online teaching experience or experience working in a distance learning program preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Basic knowledge of HTML required.

Excellent presentation, oral/written communication & facilitation required.

Understanding of the pedagogies associated with effective use of learning technologies is required.

Ability to successfully work with faculty & have an understanding of the higher education environment required.

Ability to work under tight deadlines.

Ability to successfully solve problems.

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

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Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and subject injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***