

Executive Director
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149962>

Downloaded On: Jan. 24, 2021 3:48am

Posted Nov. 19, 2020, set to expire Mar. 21, 2021

Job Title	Executive Director
Department	Office of Online Academic Services and Instructional Systems (OASIS)/Office of the Provost
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Nov. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Continuing Education/Distance Learning
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/executive-director

Apply By Email

Job Description

Special Qualifications

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way", the ideal, Executive Director of the new Office of Online Academic Services and Instructional Systems (OASIS), will possess the willingness to use his or her expertise to assist in the University's efforts to be a sustainable academic organization committed to excellence. The Office of Distance Education and Online Education (ODEOL) precedes the Office of Online Academic Services and Instructional Systems.

Essential Duties and Job Responsibilities

The Executive Director of OASIS reports to the Provost and VP for Academic Affairs and has primary oversight over all online academic services that features an instructional system that is a series of interrelated, interacting, precisely controlled learning experiences that are designed to achieve specific

Executive Director Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149962>

Downloaded On: Jan. 24, 2021 3:48am

Posted Nov. 19, 2020, set to expire Mar. 21, 2021

learning objectives. The Executive Director will elevate existing programs and capitalize on immediate opportunities, this is a unique opportunity to build a long-term strategy and organizational capacity. This position will help define how online education contributes to the future of Tuskegee University. The successful candidate, working in collaboration with the Office of the Provost, Academic Deans and faculty, academic units, and administrative leadership, will:

In collaboration with the faculty, develop a series of interrelated, interacting, precisely controlled learning experiences that are designed to achieve specific learning objectives;

Provide training for faculty in the use of online learning technologies, methods, and procedures;

Build awareness of successful models of fully and partially online learning programs and courses;
Create a series of interrelated, interacting, precisely controlled learning experiences that are designed to achieve specific learning objectives;

Promote faculty development, and the implementation of policies, procedures, and standards of effective delivery of distance education and online learning;
Create a vision, strategy, and underlying business plan for online education through active consultation with faculty, deans, and other stakeholders;

Coordinate the development and delivery of online education services and the processes necessary to support to new and existing academic programs including information systems, instructional technologies, the library, admissions, and student support services;

Coordinate physical resources; assign and supervise support staff; respond to primary problems related to as needed;

Define support models for faculty training and enhance instructional design and course development expertise for online and distance learning programs;

Leverage knowledge of market, research, and trends to develop marketing and branding strategies for online programs and evaluate the feasibility of new initiatives;

Establish external relationships with a wide variety of online learning support resources to extend internal resources and capabilities;

Educate university units on the options for identifying and implementing vital new programs, as well as managing budgets, recruitment, marketing, and admissions activities in support of online enrollment goals;

Strategically expand Tuskegee University marketing reach, and overall impact of the university's online initiatives;

Lead the university in positioning Tuskegee University as a school with a high quality, scalable, and financially sustainable online portfolio that leverages the unique strengths of the University;

Execute initiatives related to building strategic partnerships, identifying, and implementing new

Executive Director
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149962>

Downloaded On: Jan. 24, 2021 3:48am

Posted Nov. 19, 2020, set to expire Mar. 21, 2021

programs, and managing the budget, recruitment, marketing, and admissions in support of online and distance education and online learning program enrollment goals; and

Perform all other duties as assigned by the Provost.

Qualifications

A master's degree in Instructional Design, Instructional Technology, or Educational Technology, or equivalent is required. Competitive candidates will have university teaching experience, a doctoral degree, and at least 2+ years of progressive responsibility related to the design, development, implementation and management of hybrid and fully online courses or programs in higher education, media development, marketing, enrollment services or budget/finance. Prior experience in institutions similar to Tuskegee University (in size, complexity, and mission) is a plus. Successful candidates will also have many of the following experiences:

Led or played a substantial role in the development of distance and online education strategies aligned with institutional mission and identity;

Management experience in two or more areas in a university or business setting related to instructional design, online program management, media development, and learning technology; and

Participated personally in developing and implementing advanced online and hybrid courses.

Salary

Commensurate with education, training, and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, (3) letters of reference (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event budgetary or operational constraints.

Tuskegee University

Attn:OHR Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu Fax: 334.724.4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3)



Executive Director
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149962>

Downloaded On: Jan. 24, 2021 3:48am

Posted Nov. 19, 2020, set to expire Mar. 21, 2021

business days of employment.

Must be able to pass a drug screen and background check.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,