

Assistant Vice President of Online Programs
Marian University

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Posted Jan. 17, 2023, set to expire Dec. 15, 2023

Job Title	Assistant Vice President of Online Programs
Department	Strategic Development Administration
Institution	Marian University Indianapolis, Indiana
Date Posted	Jan. 17, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Teaching & Learning
Job Website	https://marian.peopleadmin.com/postings/1921

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Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews Marian University's is seeking an Assistant Vice President of Online Programs to promote Marian University's Catholic mission and identity by driven, visionary leader overseeing program development, recruitment, admissions, support, financial aid, and marketing activities for Online and Professional Programs. This will be a key leader for the institution to grow enrollment, increase revenue, and reinforce brand identity in the OPP division. The Assistant Vice President develops and implements data-driven recruitment and strategies for all online degree and non-degree programs within the OPP.

Essential Duties and Responsibilities:

Mission

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting

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unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services.

Vision

- Expanding our OPP programs that will position Marian University as a leader in innovative educational delivery which will meet / exceed Marian University's strategic plan and enrollment goals and impact our community and the greater good.
- Supporting excellence in OPP education which opens access to new segments of learners, meeting learners where they are, and creating the support structures and programs that best serve students.

Leadership

- Ability to develop a culture of supporting excellence in OPP educational delivery through rich, interactive instruction and discussion, the ability to solve real-world problems, opportunities for collaboration and community, and support services that keep students engaged and connected.
- Provides on-going professional development and growth for each member of the OPP team. Ability to recruit, train, and retain talent.
- Lead a team to implement data-driven decision-making and build statistical models to determine class size, quality, diversity, and other essential metrics. Continually assess enrollment and revenue projections and provide senior administration and faculty forecasts as required.
- Manage OPP program budgets and ensure all expenditures are made in a fiscally responsible manner.
- Create organizational structure that supports swift action on program additions/changes, in collaboration and guidance with the Provost's office. Oversee staff in Academics and Operations.
- Development of a strategic plan and proforma, and establishment of goals/metrics to be monitored.
- Demonstrated collaborative team player who understands academic policies and procedures and can lead academic change.
- Fulfills other duties as assigned by the Chief Operating Officer.

Enrollment Growth

- Develop relationships with external partners to create market driven programs.

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- Review existing undergraduate (2 and 4 year) and graduate programs that can be lever-aged in an online platform, conduct market research on programs of interest in the marketplace (degree programs as well as certificate programs)
- Along with Admissions and Marketing staff, create innovative marketing strategies that support enrollment and other institutional objectives, emphasizing quality lead generation, application conversions, and yield strategies.
- Manage internal organizational capacity to deliver and support high quality programs that are 1) attractive and yield enrollment, 2) retain & graduate students at a high level, and 3) rigorous and meet the high standards of a Marian University education through strong faculty development for online teaching and learning.

Contact Information

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

Contact