

**Executive Director of Online Education  
Manchester University**

Direct Link: <https://www.AcademicKeys.com/r?job=262324>

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Posted Sep. 10, 2025, set to expire Jan. 8, 2026

<b>Job Title</b>	Executive Director of Online Education
<b>Department</b>	Academic Affairs
<b>Institution</b>	Manchester University North Manchester, Indiana
<b>Date Posted</b>	Sep. 10, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Academic Affairs Administration - Academic Unit Administration - General Other Administrative Departments Continuing Education/Distance Learning
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<b>Job Description</b>	

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Department: Academic Affairs

Campus: Fort Wayne, IN and North Manchester, IN

Target Hire Date: October 2025

Salary Range: \$92,000.00 To \$120,000.00 Annually

Manchester University is seeking an innovative and visionary Executive Director for Online Education to lead the growth, design, and delivery of high-quality online learning programs. This strategic role will unify and elevate the University's online offerings into a cohesive, excellence-driven educational ecosystem. The Executive Director will provide leadership in instructional design, program development, and operational systems that ensure outstanding learning experiences across all modalities, with a focus on adult and non-traditional learners.

**What You'll Do:**

- Develop and implement a comprehensive online learning strategy that ensures consistent quality and operational excellence.
- Establish frameworks and protocols for online course design and delivery aligned with best practices and accreditation standards.
- Lead cross-institutional collaboration to achieve scalability in enrollment, course design, delivery, and student services.
- Partner with marketing, advising, financial aid, and academic departments to optimize student recruitment, retention, and success.
- Drive innovation in online education through research, emerging technologies, and pedagogical best practices.
- Oversee instructional design teams, budget planning, and staff professional development.

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- Ensure compliance with accreditation, federal, and state regulations related to online programming.
- Collaborate with university leadership on academic planning, continuous improvement, and institutional effectiveness.

**What You'll Need:**

- Master's degree in Instructional Design, Higher Education Administration, or related field.
- 7-10 years of progressively responsible experience in online education or higher education administration.
- Proven leadership in instructional design operations and online program management.
- Expertise with LMS platforms (Moodle, Canvas, Blackboard, Brightspace), data visualization tools (PowerBI), and student information systems (Slate).
- Strong knowledge of accreditation standards and quality assurance systems (e.g., Quality Matters).
- Demonstrated entrepreneurial problem-solving, collaboration, and communication skills.
- Ability to lead diverse teams, manage multiple priorities, and maintain the highest standards of professionalism.

**Why Manchester University? At MU, we:**

- Respect the infinite worth of every individual
- Foster a campus culture rooted in integrity, compassion, and service
- Support a healthy work-life balance with generous time off and flexible scheduling
- Offer competitive salary and comprehensive benefits
- Invest in faculty development and encourage scholarly engagement

For more information about the position, please review the job description attached to this posting.

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To apply, please select the "Apply" button to begin the application process.

Manchester University is an equal opportunity employer, and we are committed to respecting the infinite worth of every individual.

We encourage individuals of all backgrounds to apply.

**To apply, please visit:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c01330c8-9bdc-4d7b-b355-](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c01330c8-9bdc-4d7b-b355-90630c559bae&ccId=19000101_000001&source=CC2&lang=en_US&selectedMenuKey=CurrentOpening)

[90630c559bae&ccId=19000101\\_000001&source=CC2&lang=en\\_US&selectedMenuKey=CurrentOpening](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c01330c8-9bdc-4d7b-b355-90630c559bae&ccId=19000101_000001&source=CC2&lang=en_US&selectedMenuKey=CurrentOpening)

### Contact Information

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

#### Contact

Academic Affairs  
Manchester University

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