

IT Technical Job Classification

IT Job Title: Exec. Director/Director of e-Learning and Instructional Design

Classification: C220

Pay Grade:

Job Summary

Responsible for the planning, support, and development of technology enhanced courses for faculty and staff. Supervise instructional designers, programmers, and/or instructional technologists that develop material to support academics. Implements academic technology systems and may be responsible for Computer Based Testing (assessment)

Essential Duties:

- Lead and manage all departmental initiatives
- Sets goals and objectives for the department
- Interact and act as the liaison with Deans, Department Heads and Vice Presidents to determine technology enhanced teaching and learning requirements.
- Plans, budgets and manages all academic technology for distance learning and assessment
- Oversee the daily operation of the department
- Assists in the creation of department operating budget
- Maintains documentation of all policies and procedures of the department
- Performs other duties as required

Education

Requires a bachelor's degree in a related field of study. A master's degree in a related field of study is highly desirable.

Experience

Requires a minimum of 5 years' experience in instructional design, academic computing, and/or distance education. Strong problem-solving skills and customer service skills are required. Strong and demonstrated management skills are required.

Leadership

Direction, supervision, and evaluation of subordinates, including the full employment cycle. Project management experience with critical and time sensitive projects.