



## **Director of Online Learning and Instructional Design Academic Affairs**

**ABOUT US:** Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

**OUR CORE VALUES:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

The Director of Online Learning and Instructional Design leads and supports faculty in the creation and implementation of all online and new curriculum at the college. The Director designs training programs, develops instructional techniques, manages all aspects of the online learning environment, and supports processes for the learning management system, while also overseeing and performing the administrative tasks associated with managing the LMS. The Director aids in the creation and instructional design of all new programs and certificates, both online and in-person, and provides aid in assessment and accreditation processes.

### **ESSENTIAL RESPONSIBILITIES:**

- Provides oversight for the design of all new curriculum at the college, both online and in-person;
- Provides oversight for the assessment of all online curriculum at the college;
- Aids in the accreditation and approval process for all new programs, including NYSED, Middle States Commission for Higher Education, and specialized accreditors;
- Supervises the Educational Technology Specialist;
- Working with the Educational Technology Specialist, coordinates the overall management of the learning management system;
- Working with the Educational Technology Specialist, provides consultation to faculty in the application and the use of instructional technology tools and best practice in the learning management system for the delivery of instruction;
- Designs, develops and/or coordinates the development of resources to promote sound pedagogical use of the learning management system;
- Responsible for working with faculty and instructional specialists who design and teach online and blended courses as well as face-to-face courses, and for training faculty and staff;
- Conducts workshops, demonstrations, and individual trainings sessions for faculty, staff, and students;

- Collaborates with Computer Services and the Registrar's Office to ensure proper enrollments in the learning management system;
- Manages faculty and staff support projects, programs and initiatives as assigned;
- Support the philosophy and objectives of the College;
- Participates in Academic Council;
- Participate in College functions;
- Serve on committees of the College; and
- Other duties as assigned to meet the mission of the College.

**ESSENTIAL QUALIFICATIONS:**

- Master's degree in Educational Technology, Instructional Design, or a closely related field is required. Doctorate preferred.
- Experience working through accreditation processes is preferred.
- Proficiency in the development of computer-based digital media and content management systems is required.
- Experience developing and teaching online or hybrid courses is required.
- Experience with assessment and evaluation of online or hybrid programs is preferred.
- Five (5) years of experience working with learning management systems is preferred.
- The position requires a highly motivated, dedicated, and enthusiastic person who will assist faculty in the development and delivery of technology-enhanced courses; provide expertise and guidance in a wide variety of instructional technology applications; facilitate workshops; and assist in the support of an online/blended system.

**WORK ENVIRONMENT:**

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*