Assistant Director of Online Design and E-Learning

Definition of Class
This is a professional position in which the incumbent will assist the Director in the daily operations to plan, organize, and direct ongoing and future projects and proposals. This position manages the administration and implementation of online/hybrid courses, organizes faculty development opportunities, conducts departmental appraisal, and online program/course appraisal. The incumbent exercises discretion and independent judgment and reports to the Director.

Examples of Work Performed
Plans and provides guidance for new courses and programs in conjunction with Outreach eLearning committee.

Coordinates with Summer, Winter & Online Sessions on instructors and courses.

Gathers and communicates with participants for web enhanced instructor training workshops.

Enters faculty qualifications and credentialing.

Recommends new policies and procedures for the university community on behalf of students.

Works with faculty/staff focus groups on developing policies and procedures, and then writes and implements them.

Coordinates compliance and accreditation as well as federal and state requirements.

Completes surveys for affiliated associations and Institutional Research concerning online courses/programs.

Provides continuing education for faculty through guides, videos, and live workshops on best practices in online/hybrid courses that focus on integrating universal design and instructional technology.

Manages peer review of courses and program evaluations providing revision recommendations to faculty and Instructional Technology Designers to assist with the course revision process.

Creates and distributes surveys and provides results.

Provides analysis of assessments and evaluations with recommendations for improvements.

Develops IT work requests and works with IT on implementation.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans and provides guidance for new courses and programs.
2. Coordinates compliance and accreditation, and ensures federal and state requirements are met.
3. Develops and implements policies and procedures.
4. Provides continuing education for faculty.

5. Produces analyses of assessments and evaluations.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in Marketing or a related field.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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