Definition of Class
This is a supervisory position in which the incumbent provides leadership in developing courses and programs in online and blended learning formats. The incumbent will be responsible for the design, implementation, assessment and reporting responsibilities associated with e-learning. This position will oversee the daily activities, manage the budget, and supervise staff.

Examples of Work Performed
Directs and coordinates the development of online and hybrid courses and programs.
Manages a team of instructional designers to produce high quality online and hybrid courses.
Develops a systematic review process for online and hybrid courses.
Facilitates all elements of accreditation, evaluation, and assessment.
Provides assessment and documentation to review the effectiveness of the Office of Online Design and E-learning.
Implements an inclusive process for instructional design and course development for faculty.
Provides faculty development programs on new instructional resources and technology.
Encourages faculty to integrate instructional and interactive technologies to enhance learning.
Stays abreast of current issues related to accessibility and emerging technologies.
Adheres to Fair Use Guidelines for development.
Assists the administration with strategic planning for e-learning.
Identifies and implements innovative practices and technologies in course design.
Makes recommendations for appropriate e-learning resources.
Serves as the representative for the University at regional and national meetings; serves on University committees.
Supervises support staff and oversees office functions which include managing the budget and hiring and training staff.
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. Directs and coordinates the development of online and hybrid courses and programs.
2. Oversees the daily activities, manages the budget and supervises support staff.
3. Implements the process for instructional design and course development for faculty.

4. Serves as a liaison to outside agencies and the University’s administrative departments.

5. Engages in strategic planning and program assessments.

**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 10 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 talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

AND

**Experience:**
Four (4) 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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