NOTICE OF VACANT POSITION

Applications are being accepted for the following vacancy on the Management Confidential staff of Hudson Valley Community College, Troy, New York.

In order to be considered an applicant for this position you must meet the minimum qualifications as stated in this announcement. Applicants must be legally authorized to work in the United States and appointment will be contingent upon completion of a background check.

Dean for Online Learning
HV-MC-13

The Dean for Online Learning will provide senior-level vision, leadership, and administrative direction to Hudson Valley Community College. This position will ensure management and administrative oversight of all programs, services, staffing, and budgeting related to online learning operations, as well as build partnerships with regional businesses and organizations. The Dean will lead strategic planning for online learning and foster innovation consistent with the college's strategic goals and Open SUNY Plus. The successful candidate will work collaboratively across the college to ensure shared governance, transparency, and assessment practices while helping to move HVCC towards comprehensive and innovative solutions to meet the evolving needs of the college and global community.

REQUIRED QUALIFICATIONS:

Master's degree in higher education, instructional technology, or related field, demonstrated experience in building a successful online learning program, three (3) years of college administration experience, two (2) years of experience and understanding of best practices in online higher education, including organizational models, delivery approaches, digital media tools and academic technology/learning management platforms, staffing/personnel issues, and work flows, progressive leadership roles in higher education that demonstrate meeting established goals which provided technological, collaborative, and innovative solutions, Demonstrated understanding of and commitment to the goals and values of a community college, demonstrated experience with Blackboard, Banner, or other similar online learning platforms, and excellent written and verbal communication skills required.

ESSENTIAL DUTIES AND RESPONSIBILITES: The Dean for Online Learning reports to the Vice President of Academic Affairs and performs the following duties:

- Lead the Distance and Online Learning Steering Committee and the Implementation Plan as approved by Open SUNY and the college.
- Provide a leadership role in the oversight of current online program offerings and in developing future plans to provide distance learning opportunities for new audiences in alignment with the strategic plan and the visions of the college.
- Provide vision for the improvement and maintenance of quality in the administration of online programming at HVCC.
- Motivate and oversee the Instructional Design team in the newly established project

management model for faculty training and support, including collaboration with academic departments for just-in-time course development and faculty training options.

- Align the Open SUNY Implementation Plan with the HVCC Strategic Plan and coordinate subcommittees to implement strategies and protocols in collaboration with specific stakeholders.
- Work with individual programs, HVCC administration, and Open SUNY to prepare for Open SUNY Plus program nominations for individual departments, and eventual eligibility for SUNY Online involvement.
- Lead and oversee the course review and revision cycle to be implemented in alignment with the Open SUNY Implementation plan.
- Recommend, communicate, and monitor policies and procedures related to the successful delivery of distance and online learning offerings, the deployment of the LMS, and successful integration of related technologies.
- Oversee the college's quality assurance process and protocols for online courses and programs, including the maintenance and revision of the Distance and Online Learning Handbook for Department Chairs and Faculty, as required by NYSED.
- Engage with SUNY and HVCC data collection and analytics for continual evidence-based improvement of the Distance and Online Learning Program.
- Explore new technologies relevant to enhancing course design for competitive quality, student engagement, innovation, and student success.
- Encourage online faculty engagement with Open SUNY resources and other online faculty across the SUNY system.
- Provide for necessary administrative support and coordination of services for students enrolled in distance learning, in collaboration with other departments, and the Senior Online Learning Support Specialist and the pending Concierge model.
- Engage in institutional assessment, planning, and evaluation of the Distance and Online Learning Program through unit plans, the strategic plan, program reviews, and the Open SUNY Implementation plan.
- Represents the college's Distance and Online Learning Program to external groups and collaborates with other educational institutions and on projects and committees across the state, nationally and with industry groups (i.e., Online Learning Consortium, NERCOMP, EDUCAUSE).
- Act as the liaison for SUNY activities and processes (i.e., Open SUNY, Institutional Readiness Process, SUNY COIL, SUNY CDP, Open SUNY committees, DOODLE).
- Oversee staff in the technical support of faculty, students and staff, with working knowledge of Tier II diagnostics, LMS functions and system administration, and the ability to seek solutions in collaboration with ITS and other technology groups involved in maintaining functional teaching and learning environment.
- Supervise the Senior Instructional Designer in the development and updates of the faculty training curriculum used for online course design, web enhanced courses, and effective pedagogy in online teaching and learning.
- Supervise, train, and evaluate distance and online learning staff, and is responsible for making all personnel recommendations for the hiring of distance learning staff who would be necessary for meeting HVCC program goals.
- Oversee the administration of online student and faculty survey instruments, in collaboration with the Office of Planning and Research, to assess program efficacy and stakeholder satisfaction
- Direct and explore special projects and programs as assigned.

- Prepare departmental reports and participate in the preparation of institutional reports as requested.
- Perform other duties as assigned.

Salary Range: $110,000-$120,000

Visit our Employment Opportunities page www.hvcc.edu/jobs to apply. We are accepting applicants until the close date of March 1, 2020.

Women, minorities, veterans and individuals with disabilities and veterans are encouraged to apply.

Hudson Valley Community College is an Affirmative Action/Equal Opportunity/ Employer