TITLE OF POSITION/RANK: Director of Online Learning

DEPARTMENT: Gabelli School of Business

OVERVIEW:
Reporting to the Associate Dean for Academic Administration, the Director is responsible for the planning and execution of online degree programs at the Gabelli School of Business and will serve as the primary liaison to the online program partner.

RESPONSIBILITIES:
- Oversees online degree program implementation, certificates, and courses. Works with Associate Deans, Area Chairs, and Program Directors to direct matters such as faculty hiring, training, assignments and course design, planning, and scheduling.
- Assists the Dean and Associate Deans in refining the school’s strategy for online education. Monitors the online-education landscape to provide guidance. Ensures online programs are created and delivered in line with the mission and strategic plan.
- Serves as the primary liaison to the external online platform provider. Ensures provider fulfills the contract agreement and the school’s needs with regard to marketing, enrollment and registration, financial aid and scholarships, course delivery, and career advising. Maintains effective working relationships between platform provider, school and/or university departments, including admissions, registrar, disability services, financial aid, information technology, student support, and career development.
- Establishes, implements, and maintains administrative systems, policies, and procedures to ensure long-term program success.
- Determines budget for online learning and ensures favorable revenue-expense outcomes for the school, paying attention to the complexities of the financial relationship with the platform provider. Works with the Associate Director of Finance and Administration to oversee online learning budget lines. Oversees faculty stipends and revenue transfers to the platform partner.
- Arranges regular meetings with program directors, platform provider representatives, and online-learning school administrators. With area chairs and administrators, devises and executes faculty and staff online-learning professional development.
- Establishes, refines, and maintains systems to ensure program quality. Specific areas of focus should include instructional methodologies, the effectiveness of communication and collaboration technologies, and student and instructor satisfaction.
- Ensures that all online programs meet AACSB accreditation standards.
- Supervises subordinate staff related to online programs, including but not limited to an Assistant Director of Online Learning and an Administrative Assistant. Cooperatively supervises one member of the IT staff dedicated to online learning.
- Communicates as needed with other online learning programs at Fordham to maximize system value and best practices.
- Coordinates data collection, analytics, and reporting for online degree programs and courses, including for AACSB. Works with the program provider to harness the full power of available data and uses this information to suggest strategic improvements.
- Remains current on technological advances in online education.
- Oversees online course management. This includes setting course schedules, loading courses and sections into Banner, updating the course bulletin, overseeing registration procedures, and ensuring the effective delivery of courses.
- Prepares and delivers online student and faculty program materials, such as student and faculty agreements; policies, procedures, and handbooks; timelines, workflow calendars, schedules, and deadlines; program and registration information; handbooks; technical materials; training; events; graduation requirements; and university policies and procedures.
- Handles student concerns that are outside the purview of the Assistant Director of Online Learning.
QUALIFICATIONS:
- Bachelor’s degree required. Advanced degree strongly preferred.
- Minimum 7 to 10 years of relevant experience in higher education, business education, technology, online content delivery, or equivalent combination. Preferred candidates will have worked in substantive higher education roles, including at least 5 years engaged with administrative, personnel, and budgeting issues and a background managing online or hybrid academic programs.
- A mastery of digital learning technologies, e.g., 2U and Blackboard, and student information systems, e.g., Salesforce, Slate, Banner, PeopleSoft, and/or Degreeworks.
- Strong strategic planning and project-management skills. Experience initiating new program or organizational function is a plus.
- Excellent communication skills and ability to work with a variety of stakeholders in a collegial way to produce desired results.
- Commitment to the goals of Jesuit education.

SALARY: Commensurate with experience

START DATE: ASAP

FLSA CATEGORY: Exempt

SEND LETTER AND RESUMES TO: Greer Jason-DiBartolo, Associate Dean Aca. Admin  
jason@fordham.edu

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