



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** A09370

**Date:** 04.22.2020

## ADMINISTRATIVE POSITION ANNOUNCEMENT

**TITLE OF POSITION/RANK:**

**Assistant Vice President for Online Programs**

**DEPARTMENT:**

**Office of the Provost, Rose Hill**

### POSITION SUMMARY:

The Assistant Vice President for Online Programs plays a critical role in developing a robust infrastructure for Fordham's online programs that is based on the University's mission and commitment to the highest quality of online learning and research. The Assistant Vice President reports to the Associate Vice President, Office of the Provost and will work closely with our academic stakeholders, various administrative offices throughout the University, and our third-party online provider to enrich the visibility and reputation of Fordham's online programs. The position will be instrumental in guiding the strategic direction and vision in the growth and development of Fordham's online programs and extending learning opportunities to those who may not otherwise have access.

### RESPONSIBILITIES:

- Oversees the University's implementation of high-quality online learning within the Office of the Provost, and in collaboration with the deans, various administrative offices at Fordham, and the University's third-party online learning provider
- Leads a coordinated, institution-wide effort to plan, implement, and assess Fordham's strategy for online education; drive the development of digital learning initiatives; guide the growth of online programs, delivery methods, infrastructure, and processes; and manage the underlying financial models
- Develops processes, policies, and practices across academic and administrative support offices, in concert with any third-party providers, to establish and maintain an efficient, effective, and comprehensive online infrastructure
- Serves as the primary institutional relationship manager for the University's partnership with its third-party online learning partner
- Helps develop, in collaboration with the deans, the Provost's Office, and third-party online learning partner, proposals for expanding current online offerings and new program developments
- Provides leadership and direction with academic units and third-party online learning partner for marketing, student recruitment, and enrollment support
- Participates in negotiations with vendors when outsourced services are needed
- Coordinates communication between all relevant parties involved in the execution of online programs
- Works with University leadership and other senior managers to continuously evaluate and improve the delivery of online programs
- Convenes and resources an online learning group to achieve the University's strategic goals

### QUALIFICATIONS:

- Master's Degree in a field related to the position required
- Minimum 5 years' experience with developing and delivering quality online and hybrid programming
- Experience working with Online Program Management providers (OPM's) preferred
- Evidence of thoughtful, collaborative, creative, and strategic leadership, and a demonstrated ability to work effectively with diverse stakeholders
- Financial acumen and experience developing and managing complex budgets in support of the strategic advancement of a sustainable digital learning environment
- Prior accountability for enrollment planning and forecasting with a deep understanding of key metrics and trends in the context of the evolving landscape for online education
- Detail-oriented and excellent written and oral communication skills
- Ability to meet and plan deadline-driven work timelines
- Strong analytical, interpersonal, managerial, and organizational skills

**SALARY:**

Commensurate with experience

**FLSA CATEGORY:**

Exempt

**START DATE:**

ASAP

**SEND LETTER AND RESUME TO:**

hr@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*