ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Online Learning

DEPARTMENT: Graduate School of Education

The Director of Online Learning is responsible for directing, overseeing, managing and implementing the full range of activities and duties necessary for the operation and ongoing development of online learning initiatives and programs associated with the Graduate School of Education. The Director works closely with the Dean and administrative staff of GSE, the Office of Admissions, GSE faculty, the Fordham Department of Instructional Technology, and a variety of University administrators and departments as required for the purposes of development and operations. The position will be split-located on Fordham University’s Lincoln Center, New York and Westchester campuses.

RESPONSIBILITIES:

- Develops and implements strategic plans for online program development and expansion, new programs, and innovative digital learning initiatives - regionally, nationally and internationally. This includes the development of current market analysis and detailed business plans
- Provides GSE with expertise regarding various State application and implementation procedures for delivery of online programs
- Develops and files State applications for delivery of online programs - in coordination with GSE Associate Dean
- Provides GSE with guidance and best practice data related to evolving online pedagogy, instructional methods and emerging technologies
- Meets or exceeds enrollment targets for education program online courses/programs - in coordination with the GSE Office of Admissions and Fordham Office of Development (Marketing). This includes the development and implementation of strategic plans associated with student recruitment plans and coordination of recruitment efforts
- Develops and implements objectives, policies and procedures associated with the operation of GSE on-line learning - in coordination with the Dean, administration and faculty
- Oversees all operations and management of tasks associated with online learning including management of student records, student services, course scheduling, and adjunct hiring and contracts – in coordination with GSE Associate Dean
- Manages workload, assignments and assessment of personnel and all vendors affiliated with on-line programs
- Oversees budget development and implementation – in coordination with GSE Deans and GSE Planning and Budget Administrator.
- Compiles, manages and keeps current all program and evaluation data associated with online learning programs and initiatives.
- Oversees and coordinates tasks associated with the production and revision of GSE courses and digital initiatives
- Develops and implements faculty and student materials, technical support and training
- Works closely with the Coordinator of Field-Based Education and Accountability to coordinate and implement all field education requirements for online students - in coordination with GSE Associate Dean
- Serves as a member of appropriate school and university committees including the Dean’s Leadership Committee
- Serves as a member of Fordham University Online Learning Group.

QUALIFICATIONS:

- Master’s degree required
- At least 5 years of experience in the development/management of higher education online learning initiatives preferred
- Advanced knowledge of current digital instructional technologies
- Minimum 5 years of administrative experience including personnel management and budgeting
- Online teaching experience at the university level preferred.

SALARY: Commensurate with experience

START DATE: 10.02.17

SEND LETTER & RESUME: Dr. Anthony P. Cavanna
Associate Dean for Academic Affairs (Interim)
Graduate School of Education acavanna@fordham.edu

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