



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE: Director of Online Instruction-Admin Faculty**

**DEPARTMENT: Academics (Jessup Online)**

**SUPERVISOR: Vice-Provost**

### **MAJOR PURPOSE:**

The Director of Online Instruction will be a dynamic and proactive leader. His/her role includes providing planning, oversight, and assessment of the effectiveness of the University's online learning initiatives. He/she will collaborate with Deans and Division Chairs to identify new fully-online programs and individual online courses at both the undergraduate and graduate levels. He/she will manage the day-to-day operations of Jessup Online and its staff, reporting to the Vice-Provost. The Director will possess the commitment, personal characteristics, insights and abilities not only of a strong faculty member, but also those of an effective administrative and organizational leader.

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### **ESSENTIAL FUNCTIONS:**

#### **1. Academic Leadership**

The Director will provide academic leadership to Jessup Online as follows:

- a) Promote mission fulfillment, the achievement of the University's core values, and the integration of faith and learning in all aspects of Jessup Online's operations;
- b) Effectively articulate University standards and policies both orally and in writing;
- c) Research, initiate and implement new fully-online programs and courses in conjunction with Deans, Division Chairs, the Provost Office Team, and University Councils;
- d) Supervise Jessup Online course development by allocating and monitoring the workflow of Instructional Designers and Instructional Design Assistants;
- e) Collaborate with faculty, the Dean, and the Jessup Online staff for development and revision of Jessup Online courses.
- f) Coordinate and oversee online course design procedures, including instructional design processes (syllabi design, learning outcomes and assessment, demand hour equivalency), legal compliance (ADA accessibility, copyright), and LMS course shell design (navigation, usability);
- g) Ensure that all courses are evaluated effectively within the automatic 3 to 4 year revision process;
- h) Chair the Online Task Force (a sub-committee of the Academic Council), focusing on increasing overall program quality, as defined by the Online Learning Consortium Scorecard and the Quality Matters™ Rubric;

#### **2. Staffing and Personnel**

The Director will enable all online faculty and staff in Jessup Online to exercise their duties effectively:

- a) Coordinate with the Associate Provost (Faculty Development) in formulating strategies to orient and include fully-online, distance part-time faculty in the University faculty culture;
- b) Lead/supervise Jessup Online staff members in a manner that improves overall effectiveness and their knowledge of online learning theory and pedagogical methodology; and

- c) Review and assess annual performance evaluations of Jessup Online staff members.

### **3. General Administration**

The Director will provide effective and efficient administration of all matters pertaining to the operation and coordination of the academic departments as they relate to Jessup Online:

- a) Consult and collaborate with Deans, Division Chairs, and other administrators in order to coordinate efforts to advance and improve the University's online learning initiatives:
  - 1) Work with the Provost's office and appropriate Councils to develop, implement, and sustain an online strategic plan to ensure that the University grows and maintains a successful, quality-driven online market presence in undergraduate and graduate Christian higher education;
  - 2) Work with the Associate Provost (Educational Effectiveness) to ensure that Jessup Online programs, courses, and procedures meet all accreditation standards; also to monitor the status of the SARA agreement and other regulations that impact online hiring and recruitment practices;
  - 3) Work with the Dean of Academic Support and Resources to evaluate and implement new and innovative technology choices for the University's online learning environment;
  - 4) Work with the Vice-Provost, the Registrar, the Dean of Students, and the Dean of Academic Support and Resources to continuously develop and improve student support services for fully-online learners;
  - 5) Work with the Associate Provost (Faculty Development) to create professional development opportunities for fully-online faculty;
  - 6) Work with the Vice-Provost and the Institutional Research Director to monitor and plan strategies to improve retention and graduation rates for fully-online students;
  - 7) Work with the Deans and Division Chairs to select and train online faculty peer mentors within each Division/Department; and
  - 8) Work with the Deans, Division Chairs, and the Registrar to structure each semester's online course schedule.
- b) Prepare and manage operating, capital, and salary budgets for Jessup Online and its staff, including the supervision and approval of purchases;
- c) Perform other duties and responsibilities as assigned by the Provost.

### **QUALIFICATIONS:**

- 1) Terminal degree (required) in Education or relevant discipline (specialization in online education preferred)
- 2) Familiarity with best practices and industry standards in online learning within a higher education context [institutional support, instructional design, curriculum design, online learning theory, faculty training and support, student support services]
- 3) Three years of experience in administering a fully-online program in a higher education setting

The Director will responsibly represent and implement the academic and administrative policies and decisions of the University. In this context, the successful candidate will:

- Unreservedly adhere to and positively defend the University's Statement of Faith and Community Covenant and Chapters;
- Exemplify the characteristics and qualifications of a biblical leader with a maturing and contagious evangelical Christian faith;
- Articulate how his/her Christian faith affects leadership as well as teaching and scholarship for Jessup Online;
- Effectively represent the academic administration and institutional matters to online faculty and report on online faculty matters to the academic administration;
- Demonstrate a commitment to academic freedom in a faith-affirming academic environment;
- Articulate and engage others in the focused vision of William Jessup University's mission and the integration of Christian faith and learning in disciplines beyond his/her own; and
- Demonstrate a collegial style of leadership and governance with staff under his/her jurisdiction.
- Serve on academic committees/councils, as appropriate;
- Represent the interest of Jessup Online within the broader context of the University's priorities, policies, and goals to the online faculty;
- Direct departmental reviews and reports as determined by the Vice-Provost;
- Plan appropriate professional development sessions and stimulate academic activities such as online faculty colloquia in cooperation with the Provost's Office.

#### **TERM OF REFERENCE:**

##### **Term of Office**

The Director is appointed and holds status of administrative faculty.

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#### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

#### **WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date