

## JOB DESCRIPTION

<b>Requisition ID</b>	34137
<b>ASU Job Title</b>	Director
<b>Job Title</b>	Director – Digital Learning
<b>Campus Location</b>	West
<b>Department Name</b>	MLF Teachers College
<b>Full-Time/Part-Time</b>	Full-Time
<b>Scope of Search</b>	Open
<b>Grant Funded Position</b>	This is not a grant funded position and is not contingent on future grant funding.
<b>Close Date</b>	October 3, 2017
<b>Job Description</b>	Under administrative direction, plans, organizes and directs the instructional design team in its commitment to collaborate with administration, faculty and staff in offering high quality digital learning experiences. Establishes and maintains effective standards, systems and processes necessary to support the university's and college's missions, goals and objectives in successful delivery of online degree programs. This position reports to the Assistant Dean of Digital Learning.
<b>Minimum Qualifications</b>	Bachelor's degree in a field appropriate to the area of assignment AND eight (8) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Twelve (12) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of a Master's degree in Instructional Design, Educational Technology, Learning Sciences, Curriculum and Instruction or related field</li> <li>• Demonstrated knowledge and expertise designing, developing and coordinating online learning initiatives</li> <li>• Experience effectively supervising, managing and evaluating personnel</li> <li>• Experience managing multiple team and individual projects, planning, analyzing, coordinating and evaluating activities and establishing priorities</li> <li>• Experience collaborating with administration, faculty and staff, establishing and maintaining effective working relationships</li> <li>• Experience exploring and evaluating new learning technologies</li> <li>• Experience in instructional design and curriculum development</li> <li>• Experience in problem-solving and decision-making</li> <li>• Experience in budget or financial management</li> <li>• Background or experience in education and/or higher education environment</li> <li>• Evidence of effective written and verbal communication skills</li> <li>• Working knowledge of instructional design principles, methods and techniques including regulations and guidelines related to online learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in applying principles, concepts and practices of organizational management; skill in effectively managing, supervising and evaluating assigned staff, including providing feedback to staff and addressing or managing conflict</li> <li>• Experience in maintaining effective working and team relationships; develops understanding of needs, issues, problems; manages expectations</li> <li>• Experience in leading initiatives to develop solutions and processes to meet needs; identifies unique innovative approaches; thorough knowledge of objectives</li> <li>• Proactively identifies, develops and deploys solutions to address problems or improve outcomes related to College or unit goals</li> <li>• Demonstrated knowledge of principles, methods and techniques of project management to plan, analyze and coordinate activities; establishes priorities</li> <li>• Evidence of articulating deliverables, objectives, results and outcomes; establishes milestones and timetables; reviews project progress and results; provides consultative feedback; identifies and secures required resources, delegates tasks, monitors progress, reviews outcomes</li> <li>• Experience in giving input on costs for intra- and inter-unit projects or initiatives; develops project level budgets</li> <li>• Demonstrated knowledge of the relevant applications, structures and procedures, capabilities and resources for management and development of online programs and/or presenting or sharing of relevant knowledge and skills with others</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse</li> <li>• Required to stand for varying lengths of time and travel moderate distances to perform work</li> <li>• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds</li> <li>• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts</li> <li>• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions</li> <li>• Regular use of standard office equipment including, but not limited to: computer, workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals</li> <li>• This position receives regular review of objectives</li> </ul>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Provides leadership to a dynamic team and ensures development of high quality online programs, including program-specific curricular support and co-curricular support services</li> <li>• In collaboration with key personnel, coordinates and manages the operations and activities of planning, implementing and maintaining online degree programs, including responsibilities related to planning</li> </ul>

	<p>and policies, marketing, recruitment, scheduling, HR, course development and offering, and advising and student issues</p> <ul style="list-style-type: none"> <li>• Participates in strategic planning to develop long- and short-term goals, policies and procedures for online learning in the College; develops objectives and activities based on college and unit goals</li> <li>• Supervises the instructional design team; plans, direct and reviews the activities and operations of the instruction design team; oversees and participates in the hiring, training and evaluation of unit staff; determines and takes appropriate corrective action and discipline including termination</li> <li>• Confers with appropriate personnel to make determinations for budget development, strategic planning, requests, and analysis; manages online program and class fee request process and disbursement of said funds in compliance with university policy</li> <li>• Oversees the creation of resources central to the successful offering of online programs such as professional development, needs analyses, storyboards, tutorials, reference material, design standards, content resources, templates and tools for instructional development</li> <li>• Stays abreast of online, instructional and technology directions, initiatives and trends; recommends effective and creative uses of technology to enhance program offerings, student learning experiences, and team systems and culture; oversees process for licensing and acquiring technology and resources</li> <li>• Assumes substantive responsibility for faculty communication and coordination of efforts with EdPlus</li> <li>• Works with relevant personnel to serve student interests, implement university policy, and evaluate program effectiveness with the goal of improving learning experiences and expanding online learning capabilities</li> <li>• Manages the design, development and coordination of special projects including inter- and intra-team collaboration</li> </ul>
<p><b>Department Statement</b></p>	<p>Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.</p> <p>Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.</p> <p>In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:</p> <ul style="list-style-type: none"> <li>• Pursue excellence at scale to achieve impact</li> <li>• Exercise leadership through innovation</li> </ul>

	<ul style="list-style-type: none"> <li>• Champion diversity of people and ideas</li> <li>• Share responsibility for the strength of communities</li> </ul>
<b>ASU Statement</b>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit <a href="http://www.asu.edu/tobaccofree">www.asu.edu/tobaccofree</a></p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Background Check Statement</b>	ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent up successful passing of the background check.
<b>Instructions to Apply</b>	<p>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position.</p>
<b>Instructions for ASU Online Employment Applications</b>	<ul style="list-style-type: none"> <li>• Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to apply for an ASU job now.</li> <li>• For staff positions click on <b>Internal Applicants</b> (for existing ASU employees) or <b>External Applicants</b> (you must create an ASU account or enter existing account information).</li> <li>• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on <b>Search Openings</b> to locate positions of interest.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• From the Search Openings page, customize your search or simply click the <b>Search</b> button to view all ASU staff job openings.</li><li>• From the Search Results page, scroll to positions of interest and click on the red Requisition ID <b>34137BR</b> at the left to apply.</li><li>• From the Job Details page, review the posted job description and click the <b>ApplyTo Job</b> button to begin the online application process.</li></ul> |
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Then, answer the questions to complete the ASU Kenexa online employment application (**Note** - you will be asked to submit your cover letter, resume and three personal references as part of the application process).

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