

JOB DESCRIPTION

Position Title:	Director of Online Studies		
Business Unit:	Online Studies	Status:	Full-Time(exempt)
Reporting to:	VP for Institutional Research & Effectiveness	Salary Range:	TBD based on Qualifications

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> ▪ Integration of a Seventh-day Adventist worldview into daily life ▪ Education that enriches life and promotes achievement ▪ Interaction that affirms faith, integrity, and humanity ▪ Responsibility for ourselves, our neighbors, and our world ▪ Service as ministry for Christ
Position:	<p>The Director of Online Studies to lead the development, implementation, and management of online learning initiatives. The Director will play a pivotal role in shaping the university's online education strategy and ensuring the delivery of high-quality, engaging, and effective online programs.</p>

Responsibilities:

- **Strategic Leadership:** Develop and execute a comprehensive strategy for online education aligned with the university's mission and goals.
- **Program Development:** Collaborate with faculty and academic departments to design, develop, and launch new online programs and courses, ensuring academic rigor, innovation, and relevance.
- **Quality Assurance:** Establish standards and best practices for online course design, delivery, and assessment to ensure a high-quality learning experience.
- **Technology Integration:** Identify and leverage innovative educational technologies and tools to enhance online teaching and learning experiences.
- **Faculty Support:** Provide guidance, training, and support to faculty in effective online pedagogy, course design, and technology integration.
- **Student Engagement:** Implement strategies to enhance student engagement, retention, and success in online programs, fostering a sense of community and support.
- **Collaboration and Partnerships:** Foster collaborations with internal and external stakeholders, academic partners, and industry leaders to enhance the university's online offerings.
- **Data Analysis and Reporting:** Utilize data analytics to assess the effectiveness of online programs, track student outcomes, and make data-driven decisions for continuous improvement.
- **Compliance and Accreditation:** Work with the VPAA, VPIR, and academic departments to ensure online programs meet regulatory requirements and accreditation standards.
- **Develop and execute comprehensive marketing strategies** to promote programs, courses, and initiatives offered by the university.
- **Work with Admissions** to register and provide technical and administrative support for Dual Enrollment students.
- **Implement innovative recruitment campaigns** targeting prospective students through various channels such as social media, email marketing, SEO, paid advertising, and partnerships.
- **Serve as the primary point of contact and advisor** for international students holding F1 visas, offering guidance on visa compliance, regulations, and maintaining legal status throughout their academic journey.
- **Conduct one-on-one advising sessions** to address student concerns, questions, and challenges related to immigration, visa requirements, employment options, and cultural adjustment.
- **Stay updated on changes in immigration policies, F1 visa regulations, and international education trends** to provide accurate and timely information to students and university staff.
- **Provide support during visa application processes**, including initial F1 visa applications, transfers, extensions, and reinstatements.
- **Foster a sense of community among international students** by organizing cultural events, networking opportunities, and support groups.

<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <ul style="list-style-type: none"> • Master's degree in Education, Instructional Design, Educational Technology, or a related field. • Significant experience (5+ years) in online education leadership, including program development and management in higher education. • Demonstrated knowledge of online learning technologies, instructional design principles, and best practices in online pedagogy. • Strong leadership, communication, and interpersonal skills with the ability to collaborate effectively with diverse stakeholders. • Experience in data analysis, assessment, and using metrics to drive improvements in online education. • Familiarity with accreditation standards and compliance in higher education. • The Director of Online Studies will have the opportunity to lead innovation and shape the future of online education at Southwestern Adventist University. This position offers a collaborative and dynamic environment focused on academic excellence and student success. Join us in transforming the landscape of online learning at our institution! <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> ▪ Demonstrates a genuine love for and commitment to Southwestern Adventist University ▪ A flexible and positive outlook, goal driven ▪ Demonstrates cooperative team spirit and enjoys working with people ▪ Bachelor's degree required ▪ Bi-lingual (Spanish) is preferable
<p>Work Conditions</p>	<p>Job Condition: fast-paced work, attention to detail, maintain a flexible work environment, and fluent in English.</p>



This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

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