



# DOANE UNIVERSITY

## Director of Open Learning Academy

### Position Summary:

The Director of Open Learning Academy (OLA) provides leadership for the open learning courses and program. The Director oversees the administrative aspects for the courses developed and offered online through the Open Learning Academy targeting learners who:

- need to complete prerequisite courses prior to entering an academic program
- are seeking degree completion at Doane or another college or university
- are seeking to earn transferable credits that can be applied at Doane or any accepting college or university
- are seeking continuing education or lifelong learning goals

### Essential Responsibilities:

- Coordinate with the Dean, the office of Online Education Services, and other key stakeholders to determine courses that would be successful to add to the portfolio and to guarantee the quality of the courses and labs offered through the program.
- Coordinate with the Dean, the office of Online Education Services, and other key stakeholders to develop and execute on a strategic plan.
- Responsible for policies related to the administration of the program, students, and faculty.
- Collaborate with University departments to ensure all policies align with the University at large.
- Collaborate with University academic departments to assign/hire and onboard faculty for the OLA.
- Collaborate with University academic departments and oversee the faculty evaluation process and the course evaluation process.
- Coordinate with the Dean and the office of Online Education Services to develop course review plans to determine strengths, weaknesses, opportunities, and threats.
- Use data to make decisions regarding future course offerings.
- Make decisions regarding enrollment, course extension, general program policy, course sequencing and scheduling, hiring and management of the program faculty (certifying and maintaining documentation related to faculty credentials; assigning courses, and ensuring adequate coverage for course offerings).
- Serve as liaison between the OLA and partner institutions.

- Coordinate with Doane's Office of Strategic Communications for marketing, advertising, enrollment, and public relations plans and activities as they pertain to the academy and courses.
- Effectively manage the OLA budget to ensure achieving revenue goals.
- Supervisory responsibility for the OLA Assistant Director and Faculty Coordinator.
- Attend cross-functional team meetings which includes: conducting periodic meetings of faculty and leadership to discuss programmatic issues, ensuring the flow of critical information between the department, program faculty, and key stakeholders.
- Assist with the day-to-day OLA program tasks as needed: process registrations, username emails, drops, and financial aid.
- This position requires regular and punctual attendance.
- Other duties as assigned

**Qualifications/Skills/Abilities:**

- Master's degree with three to five years of experience in online education is required.
- Experience managing a team; excellent communication and organizational skills required.
- Demonstrated ability to plan, strategize, and deliver deliverables for online initiatives.
- The ability to persuade, lead, motivate, instruct, act as part of a team and prioritize projects and activities as required.
- Ability to formally present ideas and deliverables to internal and external stakeholders.
- Ability to respond to and act in the moment, based on observations, feedback, student, faculty and market needs.
- Self-directed and self-sufficient.