



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Associate Vice President, Distance Education  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 9-Professional  
**DATE:** September 13, 2005

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Vice President, Educational Services the incumbent will oversee the ongoing direction, development, delivery, assessment, and on-going improvement of Distance Ed, dual credit, and off-site courses (including the incorporation of enrollment management and student services) offered through Temple College. Investigate and pursue grant opportunities.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Recommend to the Vice President, and the Executive Staff, a model to address and achieve anticipated enrollment growth in on-line and dual-credit programs including necessary financial and technological infrastructure.

Provide direction and development of the college Distance Ed program which includes the Virtual College of Texas (VCT), dual credit, and off-site courses.

Provide oversight and direction of off-site campus centers.

Supervise, coordinate, plan, and implement the delivery of Distance Ed and dual credit courses and services in cooperation with department chairs and division directors.

Coordinate the development and publication of course offerings and semester schedules with the Enrollment Management Division, department chairs and division directors.

Seek out, coordinate, and prepare grant applications for continued funding and support the operation of the Distance Ed program

Supervise the Virtual University Center Grant

Initiate and negotiate contacts, develop articulation and collaborative agreements, and maintain relationships established with business, external organizations, and educational institutions.

Assist in the on-going implementation of assessment of student learning in on-line and dual credit courses.

Lead and develop faculty training to support the development of on-line classes.

Be responsible for ongoing evaluation of processes and procedures for continuous improvement.

Conduct surveys and feasibility studies for policy formation and improvement of services.

Serve on president's executive staff.

Coordinate the development and preparation of marketing and promotional plans and materials.

Make presentations to appropriate groups or organizations,

Oversee the development, coordination, and training of online student services to faculty, staff and students which include but are not limited to advising, online library access, payments and other associated duties.

Assume all other duties as assigned by the Vice President, Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Masters Degree with seven (7) years work experience in higher education with four (4) of the seven (7) years consisting of directly related work experience in distance education

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Knowledge of contracts and grants preparation and management. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs. Skill in examining and

re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to coordinate and organize meetings and/or special events. Knowledge of marketing strategies. Ability to direct and facilitate the planning, development, and administration of educational programs.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Secretary IV

**DIRECT SUPERVISOR:**

Vice President, Educational Services