

UNIVERSITY OF THE PACIFIC
JOB DESCRIPTION

VICE PROVOST FOR DISTRIBUTED LEARNING AND INSTRUCTIONAL TECHNOLOGY
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Department: Office of the Provost	HR Approved Date: November, 2013
Report To: Provost	Grade: 14
Position Class: 11AO4	FLSA Status: Exempt

PRIMARY PURPOSE OR RESPONSIBILITY:

The Vice Provost for Distributed Learning and Instructional Technology (VPDL) provides leadership and expertise to expand programs, enrollment and services at multiple sites utilizing multiple teaching, learning, and service modalities. The VPDL reports to the Provost, but works closely with the deans to support the academic units, the faculty and the students when courses and degree programs are offered in multiple sites. The VPDL will support faculty in utilizing technology for effective teaching and learning at a multiple sites (including distance), and assure the necessary administrative services and support are available for students and faculty at multiple sites. In addition, the VPDL will assist the academic units in developing the strategies and business case for offering successful academic and/or continuing education programs at distant sites. The VPDL will build the Pacific community's understanding of new technologies that support faculty teaching and student learning at a distance as well as in local course offerings. The VPDL will be the commensurate collaborator, working closely with Enrollment Management, Information Technology Services, Business and Finance, Student Life, and other offices across the University to ensure students and faculty have exceptional services, regardless of their location.

ESSENTIAL FUNCTIONS (In order of importance):

1. Collaborates with multiple constituencies to develop and implement plans to advance distance learning and branch campus expansion consistent with the mission, vision and strategic priorities of the University.
2. Empowers the faculty for success in utilizing technology-enhanced teaching and learning in local and distance classes by helping define the vision, priorities, and development of technology and learning efforts at Pacific, and providing oversight of the Center for Teaching and Learning and the Center for Professional & Continuing Education.
3. Ensures that appropriate policies, personnel, systems and resources are in place to increase enrollments at the branch campuses and in distance learning modalities, including necessary technological infrastructure.
4. Oversees the development and implementation of a coordinated and distributed technology support system for all modes of instruction. Ensures alignment of integrated technologies to deliver online, face-to-face, and blended instruction. These technologies must interface seamlessly with enterprise systems and fully leverage the technology resources provided by the University.
5. Works with constituencies throughout the University to ensure high quality services to support student success in programs added at the University's branch campuses and in distance learning programs.
6. Collaborates with Communications, Enrollment Management, and Deans to develop and implement integrated marketing and enrollment strategies that identify and market appropriately distance learning and new branch campus programs.
7. Works with the deans of the schools and college to maximize utilization and net revenue generation at the University's branch campuses.
8. Maintains awareness of best practices, emerging technologies and new potentials in educational technology appropriate to consider for adoption at Pacific.

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9. Provides guidance and direction regarding compliance with accreditation standards and industry regulations related to quality assurance for online education programs.
10. Participates in relevant University policy and planning committees and meetings.
11. Builds relationships with key community and corporate constituencies in each branch campus area.
12. Perform other duties as assigned.

QUALIFICATIONS:

Education/Experience

Master's degree, earned doctorate (or terminal degree) preferred.

Minimum 5 years of senior-level management experience in higher education, preferably in a multiple-campus setting.

Minimum 10 years of experience in positions of increasing responsibility in a complex organization, preferably in a multiple-campus setting including experience in teaching and/or administrative support for distant site learning.

Skills/Knowledge and Expertise:

- Experience and success developing collaborative working relationships within a shared governance environment.
- Experience with developing and coordinating effectively a diverse portfolio of programs, personnel and activities.
- Knowledge of issues and trends in higher education related to learning technologies, distance learning, extended learning and branch campuses, including ways to leverage information technology in support of student learning, student services and faculty development.
- Experience using technologies to drive innovation in a complex organization.
- Evidence of budget and fiscal experience and accountability.
- Experience with successful online education at the graduate and undergraduate level.
- Understanding of marketing and enrollment strategies and demonstrated successes in developing and implementing business, strategic and operating plans.
- Excellent project management skills and proven supervisory and staff development skills to effectively manage teams, inspire quality performance, and enhance morale.
- Strong analytic, problem-solving, written and oral communication and presentation skills; flexibility, responsiveness, and impeccable follow-through.
- An understanding of, and commitment to support, the Vision, Mission, and Values of the University.
- Strong commitment to academic quality.
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion
- Strong working knowledge of MS Office suite of products

Physical Requirements:

Requires extended periods of sitting and repetitive hand/wrist motion while using computer keyboard and phone.

Occasional standing, walking/walking across campus, climbing stairs, bending, stooping and reaching.

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Occasional lifting up to 25 pounds.

Work Environment/Work Week/Travel

Work is primarily performed in a standard office environment.

Work performed during standard business hours. May require additional time as business or critical timelines demand.

Travel required locally and to off-site campuses. Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

Employee's Name (Please Print): _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____