

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for Distance Learning **EEO CATEGORY:** Administrative
JOB NUMBER: 9-3828
STATUS & GRADE: E-NC
DATE: 03/2009

DEPARTMENT: Academic Affairs

EDUCATION & EXPERIENCE REQUIREMENTS: A Bachelor's degree is required in Information Technology or a related field. A graduate degree is preferred. Demonstrated leadership and substantive executive management experience in a centralized distance-learning unit at a university or considerable executive management and technical experience in a corporate or higher education setting in distance learning course design, development, production and delivery. Executive management experience with national educational networks or credit granting higher education institutions preferred. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Assumes delegated responsibility for creating a centralized distance learning support team and provides the leadership and coordination with academic departments to develop degree programs and courses offered online and in hybrid formats.

SUPERVISION GIVEN & RECEIVED: Reports to the Provost and Vice President for Academic Affairs. Directly supervises support staff personnel. Has authority over various directors of academic support areas and others as assigned, and the responsibility to provide leadership and supervision.

PRIMARY RESPONSIBILITIES: Create a centralized distance learning support team; provide leadership and coordination with academic departments to develop degree programs and courses offered online and in hybrid formats. Manage the continuing migration toward leading edge technologies in synchronous and asynchronous delivery formats. Oversee the programmatic activities of videoconferencing as well as video production, graphics, video streaming, and multimedia production units that produce materials for online programs and courses. Perform strategic planning and budget management. Create and negotiate collaborative partnerships in the private and public sectors. Develop and negotiate Request for Proposals (RFP's) and grant proposals with contracting organizations and third party service providers for asynchronous course production using new media applications. Perform other related duties as defined by the Provost and Vice President for Academic Affairs.

OTHER SPECIFICATIONS: Strong communication and interpersonal skills are required in order to establish and maintain a team environment where mentoring and information sharing are routine. Candidate should have working knowledge of the theory and application of state-of-the-art software and hardware systems ranging from asynchronous course production using new media authoring and Internet tools to television and video program production. In addition, considerable understanding of course delivery technologies (satellite, cable, streaming video, fiber optics, Internet, etc.) is desired.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.