

VACANCY NOTIFICATION

Posting Date: March 9, 2021



Executive Director of the Center for Online Learning

Reports To: Vice President for Academic Affairs

Supervises: Instructional Technologists, Online Learning Staff

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education. Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Position Description:

Under the supervision of the Vice President for Academic Affairs, the Executive Director of the Center for Online Learning provides vision, leadership, and operational management of HCCC's online programs, including credit and non-credit, and service offerings. The Executive Director develops and implements a strategic plan for growth of fully online, remote, hybrid, and enhanced learning experiences across all college divisions. Position responsibilities include budget preparation and monitoring, staff management, course review, new program development, and assessment.

The goal of the Center for Online Learning (COL) is to enable students to successfully pursue their studies online, meet their educational goals, and engage in life-long learning. Comprised of a team of instructional technologists, instructional designers, and a system administrator, the COL team works closely with faculty to develop, revise and make available a wide variety of interactive, accessible, and technology-rich online and hybrid courses. The COL also administers Canvas, the college's Learning Management System, and its related technologies. Additionally, the COL team provides support and assistance to faculty and students in the use of teaching and learning resources through workshops, documentation, email, and phone.





MAJOR POSITION RESPONSIBILITIES:

- Provide vision and strategic leadership in developing and implementing online programs across all divisions of the College.
- Advise the Vice President for Academic Affairs on the mission, vision, goals, and objectives for online educational offerings. Develop and, with the approval of the Vice President for Academic Affairs, implement a strategic plan for online education.
- Deploy resources allocated for online learning to maximize student success and ROI.
- Assess the effectiveness of online learning and make recommendations based on those assessments. Provide quality control for online offerings.
- Be proficient with the Learning Management System adopted by the College. Manage instructional designers, LMS administrators, and other personnel to optimize student success.
- Coordinate the integration of the Information Technology department's various computer applications into online learning; develop online programs in various instructional modalities.
- Collaborate with Information Technology Services (ITS) to ensure learning management system (LMS) availability and integrity.
- Recommend an online instruction framework, online instruction policies and procedures.
- Serve on state-wide affinity group and collaborate with other colleges and agencies to develop and maintain agreements that support and enhance HCCC online courses, programs, and student access.
- Hire, evaluate, supervise and mentor assigned staff.
- Assist and support faculty members in developing web-based courses.
- Maintain awareness of best practices, emerging technologies and new potential in educational technology that may be adopted as new and emerging instructional technology.
- Provide faculty training and professional development that supports best practices in instructional design, development, and delivery, and promotes instructional innovation in the use of learning technologies that enhance teaching in online, remote, and hybrid instruction.
- Chair or participate in relevant institutional committees and task forces concerned with online learning.
- Maintain external contracts for software, consortia leases/agreements and online learning applications.
- Collaborate with the Grants Office to identify external funding sources to support online education at the College.
- Work collaboratively with Divisional Deans to plan course development and redevelopment; course offerings each semester; faculty performance standards for online courses and hiring of online faculty.
- Attend conferences and forums related to job description.
- Other related duties as assigned by the Vice President for Academic Affairs.

MINIMUM REQUIREMENTS:

- Master's degree in Education and/or Educational Technology, web/instructional design, or closely related academic discipline.
- Minimum of three years' experience with academic technology, instructional design and online instruction; working knowledge of HTML, web editing applications, CMS systems, WebCT, CANVAS and other learning management systems (LMS). Familiarity with emerging technologies required, including MOOCs.
- Three to five years of experience teaching in higher education, including online course instruction.
- Three years' experience supervising staff and faculty.
- Experience analyzing data to improve online enrollment, student outcomes, and the design and delivery of online instruction and programming.
- Experience with marketing online degrees.
- Ability to work well in a diverse community.
- Responsible budget development and management skills.
- Exceptional communication (verbal and written) and consultation skills.

TO APPLY:

Send a letter of application, resume, salary requirements and names/contact information of three professional references to resumes@hccc.edu, copying Iguastini@hccc.edu. Applications are encouraged by April 5, 2021 and will continue to be considered until the position is filled.

For additional information and employment opportunities at HCCC, please visit: www.njherc.org and www.higheredjobs.com.

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