



Position: Director of Online Education

Location: Charlotte, Asheville or Montreat, North Carolina

Start Date: October 1, 2017 or later

Summary: Montreat College seeks a qualified and experienced professional to serve as Director of Online Education. This is a 12-month, full-time, exempt position.

Duties and Responsibilities: The Director of Online Education coordinates the following areas and serves as the liaison with key personnel (Library, Faculty Executive, Academic Advisers, Business Office, Academic Affairs, Faculty Services, Information Technology, Marketing and Communications, Admission, Bookstore, etc.) to coordinate support for online faculty and students regarding:

- New course development, instructional design, and assessments
- Effective use of the Learning Management System (LMS) to support online teaching and learning
- Continuous quality improvement based on research in online education
- Effective use of online education budget resources
- Oversight of keeping the “Handbook for Online Faculty” up to date
- Maintain the college’s membership in NC SARA.
- Manage migration of online courses to Moodlerooms platform
- Other duties as assigned

The Director of Online Education must also demonstrate the ability to:

- Work at an expert/administrative level to develop and deliver training for online faculty in the Learning Management System (LMS)
- Stay informed of new developments and research in online education and disseminate information and best practices to faculty
- Provide oversight of creating, updating and monitoring the college’s online education plan (supports the college’s online projects and other initiatives)
- Design and determine methods to ensure program effectiveness and compliance with accreditation standards in online education
- Design and/or prepare online courses/training/instructional materials to train faculty
- Demonstrate skills in learning theories to support effective pedagogical and andragogical principles to support the effective teaching and learning of online students (traditional and non-traditional)

Successful candidates will demonstrate a professional and personal commitment to the mission, vision, and values of Montreat College. That commitment includes general support for Christian liberal arts education and a specific calling to help online faculty integrate faith and learning into their teaching disciplines in a compelling, thoughtful manner. A willingness to serve the broader college community through service and committee work is also expected.

Education/Experience:

Master's degree in instructional design, distance education administration, education technology or a closely related field required. Substantial experience in online higher education, including teaching online and administrative/supervisory responsibilities. Strong writing, verbal, and leadership skills required.

Reporting:

Vice President for Academic Affairs

Application Requirements/How to Apply:

- Review of applicants will begin immediately and continue until the position is filled.
- Candidates are requested to send the following materials:
- Completed application
<https://www.montreat.edu/wpcontent/uploads/2017/08/application.docx>
- Cover letter
- Curriculum Vitae
- Transcripts of Undergraduate and Graduate Work (unofficial documents are acceptable in the application phase)
- Statement of Faith
- Statement of Philosophy of Christian Higher Education
- List of Three References with Contact Information

Send to:

Dr. Gregory Kerr
Vice President for Academic Affairs
Jclements14@montreat.edu

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.