



Classification Description

Job Title: Assistant Vice President, Strategic Innovation and Online Learning

Pay Grade: Administrator

Job Code: 4050

FLSA Status: Exempt

Job Purpose

The Assistant Vice President, Strategic Innovation and Online Learning provides support to the Vice President and Associate Vice President of Academic Affairs in overseeing the development and administration of technology-enhanced instruction and distance education policies to ensure academic excellence, integrity, and digital equity across all instructional modalities. This position is a member of the academic leadership team and works in partnership with academic departments, divisions and schools to advance the mission and strategic directions of the College. The AVP, Strategic Innovation and Online Learning is responsible for fostering a learning environment that empowers faculty to engage in radical creativity, explore innovative alternative modality teaching practices, promote equitable and inclusive learning experiences, and implement high-impact practices in e-learning. As the chief online learning administrator, the AVP, Strategic Innovation and Online Learning collaborates with academic leadership, College administration and faculty to leverage digital technologies and pedagogies to ensure excellence, inclusion, and equity in the (re)design, development and delivery of technology-enhanced courses and support programming. This position demonstrates an on-going commitment to building technology-enhanced learning communities and maintains currency in advances in the field. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Provides leadership and oversight for the College's online learning and distance education initiatives. Leads initiatives that foster academic innovation and focus on student success.

Effectively engages faculty, staff, and administrators in quality initiatives to improve the teaching and learning experience in courses with technology-enhanced instruction. Ensures that faculty and student voices are integrated into the decision-making process to foster commitment across the organization for digital learning.

Assists the Vice President and Associate Vice President of Academic Affairs in the development of policies related to online instruction, course design and development to ensure regulatory compliance with federal and state statute, and SACSCOC Distance and Correspondence Education Policy.

Assists the Vice President and Associate Vice President of Academic Affairs in reconceptualizing physical and digital learning spaces to inform strategic planning and ensure students engaged in digital learning across the modalities have equitable access to excellent instruction, high quality courses, and adequate academic, technical and wellness support services.

ASSISTANT VICE PRESIDENT, STRATEGIC INNOVATION AND ONLINE LEARNING

Serves as a representative to the Florida Virtual Campus (FLVC) and leverages statewide initiatives beneficial to FSW. Ensure accurate reporting of Zero Textbook Cost (ZTC) and Online Course Quality indicators for the FloridaShines Catalog.

Promotes College-wide engagement and facilitates cross-departmental collaboration in innovative academic technology initiatives such as digital badging and micro-credentialing, and open education, scholarship and pedagogy.

Oversees the management of the educational technology application(s) used for full-time and adjunct faculty electronic portfolios. Ensures faculty have support, resources and timely access to the technology platform(s) necessary for creating and submitting a successful eportfolio.

Oversees the management of the College's certification processes for online teaching and course design. Ensures faculty have the digital fluency to provide creative, equitable, and innovative engagement for students prior to engaging in technology-enhanced instruction. Ensures faculty have adequate support to develop culturally relevant digital programming that aligns with FSW's adopted quality standards to support all student populations.

Monitors and analyzes retention metrics, student-success rates, and other available data to inform strategic initiatives and continuous improvement plans to maximize student success across modalities. Consults and collaborates with the Academic Deans and the Assistant VP of Institutional Research, Assessment, and Effectiveness to ensure consistency and comparability of courses and outcomes across instructional modalities.

Oversees management of digital learning programming that supports student success by advocating for tools and learning spaces that foster creative practices and collaborations. Coordinates and collaborates with the Teaching and Learning Center, Academic Affairs and Student Affairs to ensure seamless integration of admissions, tutoring, adaptive, and advising services for online students and support for professional development. Collaborates with the Office of Information Technology to ensure adequate access to technology and technical support for online students.

Leads and/or serves on College-wide committees as assigned. Represents the College as designated on professional or governmental committees, at professional conferences or community engagements.

Maintains expertise in the Learning Management System (LMS). Collaborates with the CIO and Director, Learning Technologies to evaluate and implement new learning technologies and integrations in the LMS.

Ensures high quality online course design as measured by student success and satisfaction, alignment with statewide and nationally recognized online course quality standards, and adherence to ADA requirements and copyright laws. Upholds security and privacy requirements for online courses and programs.

In collaboration with the Vice President and Associate Vice President of Academic Affairs, assesses and identifies staffing needs to support academic innovation at the College. Assists in the process of requesting, creating, and recruiting new and vacant positions as required.

Assists the Vice President and Associate Vice President of Academic Affairs and CIO in the development of annual budgets as required.

ASSISTANT VICE PRESIDENT, STRATEGIC INNOVATION AND ONLINE LEARNING

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Provides oversight and management for online tutoring offered both in-house and via contracted vendors, and maintains ongoing evaluation of efficacy and adequacy of these services.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Doctoral degree from a regionally accredited institution of higher learning.

Seven (7) years of full-time related professional work experience in higher education.

Leadership skills: Ability to build consensus around a vision. Ability to gather inputs and process data to make informed decisions, guide a team, and adapt to change. Ability to protect a team with foresight and planning sufficient support. Ability to build rapport with peer institutions and leverage state initiatives.

Management skills: Demonstrates ability to perceive unique strengths of each staff member and leverage them within a team environment, cultivate a positive and respectful work environment, and wisely set and clearly state expectations.

Critical thinking skills: Demonstrates excellent judgment and problem-solving skills. Gathers and synthesizes information and consults with others as needed to make wise decisions.

Project management skills: Demonstrated ability to prioritize, plan, organize, launch, complete, and evaluate a project. Ability to coordinate with all involved parties through clear and frequent communications.

Fluent in use of the College's Learning Management System.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Work in a student-centered environment with a focus on instructional technology and course design.
- Design and develop online courses.
- Use knowledge of diverse instructional design theories and practices, and learning and teaching styles.

ASSISTANT VICE PRESIDENT, STRATEGIC INNOVATION AND ONLINE LEARNING

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with administration, faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Use a personal computer, office software such as MS Office and electronic mail.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 30, 2022.