



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 advances the College's commitment to academic excellence by leading online learning initiatives and contributing to strategic efforts that shape the future of teaching and learning at FSW. Reporting to the Vice President of Academic Affairs, this position provides leadership for online learning, distance education and the strategic integration of instructional technology to ensure academic excellence, integrity, and digital equity across all instructional modalities. As a member of the academic leadership team, this position collaborates with academic departments, divisions, and schools to advance the College's mission and strategic priorities.

The Assistant Vice President fosters a learning environment that empowers faculty to engage in innovative and creative thinking and explore high-impact teaching and learning practices. As the College's chief online learning administrator, the Assistant Vice President collaborates with academic leadership, College administration, and faculty to leverage digital technologies and evidence-based pedagogical practices to ensure excellence in the design, redesign, development, and delivery of technology-enhanced courses and support programming.

Beyond online learning, this position contributes to College-wide initiatives that support institutional transformation, including strategic planning, accreditation, organizational change management, and initiatives that advance digital education. The Assistant Vice President demonstrates an ongoing commitment to building technology-enhanced learning communities and maintaining current knowledge of emerging trends, technologies, and best practices in digital learning. This position serves under an annual College administrator contract.

General Responsibilities

Essential Functions

Provides leadership and oversight for the College's online learning and distance education initiatives. Leads strategic efforts that advance instructional innovation, including the exploration of emerging technologies and new teaching models that expand access and improve student outcomes.

Guides institutional change initiatives that promote the effective adoption of innovative teaching practices and digital learning technologies.

ASSISTANT VICE PRESIDENT, STRATEGIC INNOVATION AND ONLINE LEARNING

Represents the College in statewide and national collaborations related to digital learning, instructional innovation, and emerging educational technologies.

Engages faculty, staff, and administrators in initiatives that enhance teaching and learning in technology-enhanced courses while ensuring faculty and student perspectives are integrated into institutional decision-making.

Collaborates with senior leadership to develop policies governing online instruction and course design to ensure compliance with federal and state regulations, accreditation standards, and institutional requirements.

Collaborates with senior leadership to reimagine physical and digital learning environments that inform strategic planning and ensure students across all instructional modalities have equitable access to excellent instruction, high-quality courses, and comprehensive academic, technical, and wellness support services.

Serves as the primary institutional representative to the Florida Virtual Campus (FLVC) Distance Learning and Student Services Members Council. Ensures accurate reporting of Zero Textbook Cost (ZTC) and Online Course Quality indicators for the FloridaShines Catalog.

Ensures faculty have the resources, support, and access needed to successfully complete required digital teaching portfolios.

Provides oversight for faculty certification processes related to online teaching and course design, ensuring alignment with institutional quality standards and supporting faculty readiness to deliver engaging and effective technology-enhanced instruction.

Monitors and analyzes retention, student success, and other institutional performance metrics to inform strategic initiatives and continuous improvement efforts across instructional modalities. Collaborates with Academic Deans and the Assistant Vice President of Institutional Research, Assessment, and Effectiveness to ensure consistency and comparability of courses and student outcomes.

Provides leadership and coordination across Academic Affairs, Student Affairs, and Information Technology to ensure online students have access to integrated academic support services, digital learning resources, and technology tools that promote student success.

Leads 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) and collaborates with the Office of Information Technology and the Director of Learning Technologies to evaluate and implement new learning technologies and LMS integrations.

Provides institutional leadership and oversight for standards that support high-quality online course design, including alignment with statewide and nationally recognized quality frameworks, student success indicators, accessibility requirements, and privacy and security standards for online courses and programs.

Assists senior leadership in the development of the annual online learning budgets as required.

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

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 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 input and process data to make informed decisions, guide a team, and adapt to change. Ability to protect a team through foresight, planning and 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 parties involved through clear and frequent communications.

Demonstrated understanding of the opportunities, risks, and applications of emerging technologies, such as artificial intelligence, in higher education, including its implications for teaching, learning, academic integrity, and student success.

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

Demonstrated ability to:

- Work in a student-centered environment with a focus on instructional technology and course design.
- Use knowledge of diverse instructional design theories and practices and learning and teaching styles.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

ASSISTANT VICE PRESIDENT, STRATEGIC INNOVATION AND ONLINE LEARNING

- 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, and 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. Revised: July 9, 2026.