POSITION DESCRIPTION
Instructional Program Manager II
Distance Learning Center

Working Title: Instructional Program Manager
Hayes Hill Title/Level: Instructional Program Manager II, 100% 12-month appointment
Position Reports to: Associate Dean for Distance Learning and Continuing Education

Position Summary: Provides leadership for the instructional services of the university’s Distance Learning Center. Manages course development and delivery, instructional quality assurance, online instructor development, participates in student academic advisement and recruitment, and performs other duties in the Distance Learning Center and Continuing Education

Duties:

Provide leadership for the Distance Learning Center’s instructional program and course development processes
- In consultation with the Associate Dean, identify new areas for Distance Learning program development. Work collaboratively with academic departments to define objectives for new programs and plan distance learning program development. Set timetables for development, manage program and course development agreements.
- Direct the course development process. Supervise instructional design staff. Participate in the instructional design process as appropriate.
- Direct the new course review and approval process.
- Maintain a regular schedule for course revision. Manage course revision agreements. Establish timelines for revisions, oversee revision completion.

Coordinate the Distance Learning Center’s instructional delivery processes
- Issue contracts for instruction offered through the Distance Learning Center
- Work collaboratively with Technology Services staff to facilitate delivery of Distance Learning courses through the Learn@UW-Superior online course system, instructional television systems, and other means of distance delivery
- Publish current and future course offering schedules
- Communicate with UW System distance learning services to maintain current program information for students

Manage the Distance Learning Center’s instructional quality assurance and improvement processes
- Work with academic departments, programs, and faculty to establish and maintain an environment for quality assurance in distance learning.
- Manage a regular schedule for course review, including use of the Quality Matters program and/or other national standards for distance instruction. Coordinate reviewers, establish timelines for reviews, oversee review completion and implementation of review recommendations.
- Manage the program of instructor preparation for teaching through the Distance Learning Center
• Manage the Distance Learning Center’s professional development for instructors
• Provide leadership for the Distance Learning Center’s Community of Practice. Plan and schedule Community of Practice programs, working with involved faculty.
• Manage the Distance Learning Center’s student evaluation process
• Initiate other activities as needed to improve course and program quality

** Participate in the Distance Learning Center’s advising and recruitment processes**
• Provide academic advising for students completing their degrees in the Distance Learning Center. Work with academic departments as appropriate in advising.
• Participate in student recruitment, including travel to recruitment events.

**Other Duties as Assigned**
These may include:
• Supervision of employees
• Strategic planning and assessment
• Teaching the Distance Learning Center’s course preparing instructors to teach at a distance

**Required Qualifications:**
• Master’s degree
• A minimum of three years of progressive, relevant experience in education
• A minimum of one year of program management or administrative experience
• Experience in development of online instruction
• Experience using or supporting technologies for distance teaching and learning, particularly online learning and course management systems
• Position will involve travel throughout Wisconsin and northern Minnesota. As such, valid driver’s license is required

**Desirable Qualifications:**
• Experience in instructional design
• Experience in teaching and learning at a distance in higher education
• Experience advising or working with adult students

**Knowledges, Skills, and Abilities:**
• Familiarity with principles of adult education
• Effective written and oral communication skills
• Excellent skills with commonly used computer programs and communication tools
• Demonstrated collaborative approach to problem resolution and a willingness to be proactive in improving services as part of a team
• A commitment to customer service and willingness to provide a supportive environment for students, faculty, and staff
• Commitment to the highest ethical standards and effective leadership and teamwork skills