UNIVERSITY OF WISCONSIN SUPERIOR
POSITION DESCRIPTION
Director, Unspecified (8)

Working Title: Executive Director of Alternative Delivery and Outreach
Hayes Hills Title: Director, Unspecified (salary range 8)
Reports to: Provost/Vice Chancellor for Academic Affairs
Appointment: Annual, 12 month, limited

Overview:
The Executive Director of Alternative Delivery and Outreach is responsible for the overall planning, implementation, and management of UW-Superior’s online and hybrid courses and programs; collaborative degree programs; interactive distance education; and alternative delivery programs. The Executive Director provides vision, direct leadership, and supervision of staff and operations for online learning/distance education, as well as all alternative delivery endeavors of the institution.

The Executive Director provides oversight for the planning and fiscal administration for Continuing Education, Cooperative Extension, and Small Business Development. The Executive Director provides leadership for continuous improvement in all alternative delivery programs and courses; collaborates with instructional technology and the Center for Excellence in Teaching and Learning; and works closely with the Dean of Faculties and Graduate Studies in support of faculty development, and ultimately, student success.

Duties and Responsibilities:

A. Leadership and Management of Alternative Delivery Programs (Interactive Distance Education; Online Learning; Hybrid; and Collaborative Degree Programs): (50%)
   - Responsible for the direct management of day-to-day administrative and instructional activities for the Distance Learning Center and provides supervision for all academic staff and faculty working within distance learning.
   - Plan, develop, and implement strategies for generating resources and/or revenues for the institution.
   - Responsible for distance learning administrative policy development and academic policy administration for the university.
   - Provide leadership in implementation of student services practices to include student records and document imaging for nontraditional and distance learners.
   - Communicate with alumni and the public regarding distance learning and continuing education.
   - Provide input into budget development and administration.
   - Assume budget responsibility for distance learning, and provide signatory approval for requests, requisitions and purchase orders within Continuing Education/Extension.
   - Establish and implement short-and long-range goals, objectives, strategic plans, policies and operating procedures; develops and monitors program quality, operational effectiveness, and required change.
   - Provide input into the enrollment and revenue targets for all distance learning activities in consultation with the Vice Chancellor for Enrollment Management.
   - Develop and implement a cohesive marketing strategy for alternative delivery programs with the university marketing director.
   - Provide leadership and oversight for quality improvement in the following areas for both DL and CE: Instructional support; program and instructional assessment; and student services.
   - Manage student complaints and grievances (alternative delivery and continuing education).
   - Maintain active and positive communication with faculty, staff, chairs, directors, and other university members.
B. Provide oversight and fiscal responsibility for all Extension programming on campus to include Continuing Education, Summer College, Cooperative Extension, Small Business Development: (15%)

- Provide management and supervisory oversight, including fiscal responsibility, of the following programs and units: Continuing Education, Cooperative Extension, Small Business Development, and Distance Learning.
- Develop the Inter-institutional Agreement (IIA) for the Provost’s approval prior to submission to UW-Extension each January.
- Work with Center for Continuing Education/Extension (CCEE) Directors to develop and manage annual budgets and perform periodic cost and productivity analyses.
- Provide supervision and budget authority of the Director of Continuing Education; Director of the Small Business Development Center; and manages the IIA for all Extension activities to include Cooperative Extension.

C. New Program Development using Continuing Education and Alternative Delivery for Credit and Non-Credit Academic Programs: (20%)

- Facilitate the development of new academic programs, certificates and centers, and promotes interdisciplinary collaborations and curricular innovations. Serves as the UW System liaison for new academic initiatives.
- Facilitate the development of new courses and programs in a distance learning format for all distance learning for the institution.

D. Provide institutional leadership for Community Engagement, Partnership Development, Economic Development and Other Duties as Assigned: (15%)

- Develop and manage partnerships with Tribal, Technical, and 4-year institutions of higher education.
- Provide institutional leadership and support elements of the strategic plan in relation to community engaged learning.
- Participate in regional economic development activities.
- Represent Alternative Delivery and Outreach on the Provost’s leadership team.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of a variety of instructional methods, including the use of technology in teaching and learning.
- Excellent interpersonal skills with demonstrated ability to work collaboratively with faculty, students, and other constituents in a diverse community.
- Skill in budget preparation and fiscal management.
- Program planning and implementation skills.
- Proven ability to successfully coordinate multiple projects and meet deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to travel 1-3 days per week.
- Ability to understand the value of a liberal arts education and the role of the liberal arts in a university and society.
- Ability to be creative, to innovate, and to generate revenue.
- An understanding of the role of shared governance in campus life.
- Superior organizational skills.
- An acute attention to detail.
**Required Qualifications Include:**
- Master’s degree from an accredited institution.
- Experience in providing distance education/alternative delivery, extension programming, or outreach.
- A record of successful progressive administrative leadership.

**Desirable Qualifications Include:**
- Doctorate in Educational Administration, Instructional Technology, or related field.
- Teaching experience (workshops or classes, online, interactive television, and/or face-to-face).
- Experience in higher education to include budget management, supervisory experience, and planning.