

University of Houston – Clear Lake

Position Description

Job Title: **Director, Distance & Off-Campus Educ**

Job Code: **2253**

Pay Grade: **070**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree	Masters in Counseling or related field
Experience	Five years experience in Academic Advising. Three years experience in providing academic advising and student support services at a distance. Knowledgeable about student recruitment and retention and enrollment management principles.	Knowledge of Instructional Technology Budgeting and planning.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director must work closely with the Schools , Admissions, Academic Records and other UHCL offices to ensure that proper logistical support is provided at all off-campus teaching centers, including, but not limited to, the delivery of academic advising and the coordination of student support services. In addition, the Director provides logistical support for faculty teaching at a distance. The Director will supervise staff assigned to work off-campus. Participation in campus and UH System Committees, assisting with distance education training, assessment and reporting when required. When requested by the schools, the Director can assist in market development. The Director also works closely with the Schools, Admissions and Academic Records in marketing UHCL distance education programs to facilitate the achievement of the university's enrollment management goals. The Director is also responsible for assessing and coordinating the delivery of services to off-campus students that will help improve student retention and success.

Duties and responsibilities

% Time

Work with UHCL offices to provide logistical support to ensure seamless delivery of Distance Education programs, including academic advising and students support services. In addition, coordinate and provide support to DE Faculty by participating in new faculty orientation, creating faculty orientation packets, implementing DE faculty orientation for new faculty by site, and delineating technology requirements and multi-media requests. Visit off-campus teaching locations on a regular basis to assure quality of student services and share information with the Schools and all offices involved in student services support. Communicate and troubleshoot problems that arise at off-campus teaching centers.	45
Collaborate with the UH System and its institutions to develop, promote, and maintain accurate course articulations, class schedules, and student services provision for distance and off-campus courses. Maintain regular communications with the Schools and UHCL offices regarding , AAS and other System-wide matters by serving on campus and UH System committees. Advocate UHCL concerns with the UH-System and its institutions. Working with Admissions and the Schools to develop marketing materials as needed.Planning, proposing and reporting to the THECB and SACS and other agencies on matters related to Distance Education, and providing information to schools and to distance education organizations when appropriate. Other duties as assigned.	15

Oversee the development and maintenance of the DE web site, creation and maintenance of student databases, distribution of materials, surveys and reports, and provision of services for distance education students.	15
Supervising DE personnel, including directing daily operations, training and assesment, promoting professional development, providing staff with necessary resourses, budgetary/fiscal and departmental capital assest responsibilities, develop and implement student retention strategies recommended by Noel Levitz.	15
Work with Academic Records, The Schools, the UH System Centers, to develop class schedules. Disseminate and present distance education degree programs at corporate and public relations events.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.