

University of Houston – Clear Lake

Position Description

Job Title: **Director, Online Program Development**

Job Code: **3884**

Pay Grade: **070** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate	
Experience	Must have experience planning, developing and implementing quality online courses	
License/Certification		

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

POSITION SUMMARY

Responsible for coordination and facilitation of the growth and expansion of online programs at UHCL. Will facilitate and provide leadership for online program and course development in collaboration with faculty, instructional staff and administrators. The Director must work effectively with the school deans and faculty, and UCT instructional designers and other constituencies, to develop a plan for increasing the number of online programs at UHCL. In collaboration with the Office of Institutional Effectiveness and other offices as needed, the Director will monitor student learning outcomes and student satisfaction with the instructional effectiveness of online course designs, materials and teaching techniques. The Director will work with instructional designers to develop training programs for faculty online learning strategies to make effective use of online learning tools and technologies.

Duties and responsibilities	% Time
Work with faculty and instructional designers to facilitate the development of quality online courses.	40
Work with school deans and faculty and appropriate staff groups to facilitate the development of a plan for increasing the number of online programs.	30
Work with instructional designers to develop and offer faculty training programs on online learning strategies.	15
Work with OIE to monitor the quality and instructional effectiveness of online course designs, materials and teaching techniques; provide feedback to faculty and staff to ensure compliance with THECB policies and SACS accreditation requirements. Other duties as assigned.	15

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