



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Director, Instructional Technology and Online Learning

**REPORTS TO:** Vice President for Academic Affairs

**GRADE:** BOE 17

**JOB SUMMARY:**

Oversees the development, implementation, monitoring and evaluation of on-line and alternative learning formats. Develops and implements policies, procedures and guidelines for Distance Learning program. Works with faculty and staff to promote distance education, develops on-line courses in conjunction with academic departments, and provides support to students and faculty.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Directs the planning and operations of the Distance Learning Program;
- Coordinates and implements instructional design projects from inception to completion;
- Ensures compliance with licensing and copyright laws and regulations.
- Develops and oversees implementation of Distance Learning student and faculty support services;
- Responsible for developing and overseeing faculty development related to distance learning;
- Collaborate with academic departments and external agencies (Business, governments and industry) to identify and provide quality distance education opportunities.
- Provides consultation for the design, development, implementation and evaluation of distance education projects, programs and initiatives.
- Identifies emerging trends and conduct needs analyses that offer opportunities for new programming and service.
- Designs, develops and delivers on-line training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning;
- Collaborates with CIO in budget development and oversight for DL program;
- Coordinates with Student Affairs to manage enrollment strategies and course offerings for credit and non-credit courses.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree from an accredited institution with a major in information technology, computer science, instructional technology, distance learning or a related field.
- Excellent organizational, planning, communication and inter-personal skills.

**Knight Campus**

- Demonstrated knowledge of adult learning theory and skill in the area of integrated software systems and Microsoft applications.
- Two years of experience that includes instructional design, curriculum development, web development and/or post-secondary teaching.
- Demonstrated ability to think “outside the box” and to lead and manage change in a positive and inclusive manner and work effectively with a diverse student population.
- Demonstrated experience in a large multi-campus higher education institution with a commitment to equity.

**PREFERRED QUALIFICATIONS:**

- Ph.D., from an accredited institution with a major in information technology, computer science, instructional technology, distance learning or a related field.
- Experience working in a unionized setting.

**LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.