

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

JOB TITLE: DEAN – E-LEARNING & ACADEMIC SERVICES

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To serve as a college leader for E-learning policy development and program delivery and to provide broad leadership and strategic management and oversight of Learning Resources (Library, Learning Support Center and the Teaching and Learning Institute). Must have an understanding of college governance and college culture issues; possess an entrepreneurial and outreach mindset.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Master’s degree required; doctoral degree preferred.
2. Years of experience in field: Three years’ related work experience in an education-related field required.
3. Special skills or abilities related to position: Successful experiences teaching traditional didactic and online courses; experience managing academic programs, faculty and staff.

### ESSENTIAL JOB FUNCTIONS:

1. In concert with key constituents at the college, develop a clear and concise mission and vision for E-Learning, including appropriate policies and procedures.
2. Provide management and fiscal oversight to E-Learning staff and programmatic activities.
3. Foster productive relationships with college administration, faculty, staff and students.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Ensure E-Learning remains on the cutting edge of innovative academic instruction and technological applications.
5. Work effectively with constituents, both internal and external to the college, to create revenue to support the E-Learning initiatives.
6. Teach one three-credit online course during the fall and spring semesters in the appropriate credentialed discipline.
7. Develop and implement new initiatives, policies and procedures relating to E-Learning, Learning Resources and the Teaching and Learning Institute.
8. Provide leadership for professional development for faculty and staff.
9. Develop and maintain annual budgets for division.
10. Assist in the development of grant applications in support or enhancement of division programs and services. Monitor progress of approved grants.
11. Serve on college committees and task forces.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate, both orally and in writing, on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Academic Affairs