



**Connecticut State Community
Job Description
Director of Scheduling & Online Programs**

Salary Level:
CCP 19 (Subject to Willis)

Date Approved/Revised:
9/28/21

POSITION PURPOSE:

The Director of Scheduling & Online Programs is responsible for coordinating all academic distance learning programs and courses for the college, specifically identifying programs that should be offered in Online, Live Remote, or HyFlex format, and certify the faculty that are eligible to teach in their respective distance format. The Director of Scheduling & Online Programs coordinates with various stakeholders from campuses, student affairs, and academic affairs to create a strategic schedule that meets the needs of student demands while also maximizing student success and workload efficiency.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position reports directly to the Associate Vice President of Academic Operations. This position will supervise the Coordinator of Faculty Workload and the Learning Management System Administrator.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. As a member of the Associate Vice President of Academic Operations team, the Director of Scheduling & Online Programs leads a comprehensive approach to scheduling and distance learning programs for Connecticut State Community College (CSCC), through the below structure:

Scheduling

- In collaboration with Enrollment Management & Student Affairs (EMSA), the Program Area Deans and Associate Deans, as well as multiple stakeholders on the campus and state-wide:
 - Develop and monitor a one-college schedule that maximizes course accessibility with efficiency and meets the needs of 40,000+ CSCC students.
 - Analyze data to make decisions on which course type or course type mix will contribute to student success.
 - Research and implement the best in-house or third-party scheduling software for CT State.
 - As part of the Guided Pathways initiative, pilot and scale a 7-1-7 academic schedule to accelerate student time to completion across the campuses.
 - Investigate the feasibility of a regional weekend college schedule to attract and provide access to adult learners.
 - Provide an innovative schedule utilizing technology such as HyFlex and cross-campus listing of courses to maximize enrollment in low-enrolled course sections.

Distance Learning Programming and Course Offerings

- In collaboration with Enrollment Management & Student Affairs (EMSA), the Program Area Deans and Associate Deans and multiple stakeholders on the campus and state-wide:
 - Create a robust course schedule in collaboration with EMSA, Marketing, and Area of Study Deans.
 - Research and analyze data to identify market demands for current and new distance programs and the best distance format (online asynchronous, live remote, and/or HyFlex) for learning.
 - Oversee and certify faculty for teaching their respective distance learning course/s and coordinate with AVP of Teaching and Learning on professional development plans for distance learning faculty. Implement professional development plans in collaboration with campus

- Instructional Technologists.
- Develop a marketing plan in collaboration with EMSA to promote distance learning programs across Connecticut and other states.
- Serve as the CSCC State Authorization Reciprocity Agreement (NC-SARA) point of contact and ensure all distance learning programs are in compliance with the Connecticut Office of Higher Education (CTOHE).
- Create and maintain articulation agreements for CSCC online programs to online baccalaureate programs.

Other Duties as Assigned/ Administrative

- Perform administrative tasks and other work assigned by the AVPAO including but not limited to:
 - Prepare reports as needed for the AVPAO and CSCC Provost.
 - Make presentations and updates to various stakeholders.
 - Keep abreast with national trends and best practices.
 - Maintain a commitment to CSCC overarching goals, including initiatives encouraging equity and diversity through the use of technology and promotion of teaching practices that advance equity and diversity in academic achievement.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Knowledge and experience in use of software used to produce a college schedule including Banner, Ad Astra, EMS Campus, Coursedog, etc.
- Two years of experience in managing a unit or department budget.
- Experience with Banner or other student information system
- Demonstrated experience scheduling and building a college schedule that includes cross-campus offerings that best meet the needs of students, preferred.
- Demonstrated experience working with regional accreditation standards and processes, preferred.
- Demonstrated understanding of State Authorization Reciprocity Agreement (NC-SARA), preferred.
- Experience organizing workflow and coordinating team activities, preferred.
- Experience working in continuous quality improvement processes, preferred.
- Demonstrated ability to apply analytical tools and methods to measure, forecast and report upon course sections according to student completion needs, preferred.
- Demonstrated understanding of developing schedules that align with the collective bargaining agreements, and coordinates with the needs of a large, complex 40,000+ student enrollment institution spanning twelve campuses, preferred.
- Demonstrated ability to collaborate with a diverse range of stakeholders, preferred.
- Strong research, information and technology literacy skills.
- Sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Masters’ degree from an accredited institution in an appropriately related field, together with two to five years of related experience and up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.