

## **Assistant Vice President for Online Learning and Program Development**

Reporting to the College's Vice President of Academic Affairs the newly created Assistant Vice President for Online Learning and Program Development will be an integral part of the College's ambitious strategic agenda to increase enrollment by 30% over the next 5 years. The successful candidate will be a creative, innovative and collaborative leader with an effective track record for initiating and enacting change. S/he will have the ability to leverage existing stakeholder relationships with federal, state and local political leaders, partnerships with numerous community organizations, and relationships with the business community, supported through the College's active participation in the Brooklyn Chamber of Commerce, the Brooklyn Downtown Partnership and with other stakeholders.

**Job Summary:** Serve post-traditional students to pursue online programming as a complement to the College's traditional undergraduate offerings and secure a prominent position in graduate education. Coordinate, conceptualize and implement new programs that cohere with the College's mission, paying special attention to providing an academically rigorous, affordable and relevant education for students in the New York City area and beyond.

### **Duties and Responsibilities:**

- Conceive and facilitate approval and implementation of new on-line and on-campus Master's degree programs and programs targeting post-traditional students.
- Work collaboratively with the faculty and other internal stakeholders, external review authorities and accreditation bodies, to develop new programs and markets and ensure that programs are consistent with the mission, vision, and values of the College.
- Direct new program development efforts for both Master's degree programs and undergraduate programs targeting post-traditional students.
- Encourage and facilitate collaboration among faculty, and lead program reviews, institutional effectiveness processes, accreditations, and other assessment activities assigned to graduate education.
- Manage the process of new program concept and feasibility studies, including market analysis of program development proposals.
- Document, submit, and follow-up with various entities concerning existing and developing graduate programs; such entities include, but are not limited to, the NYS Department of Education and the Middle States Association of Colleges and Schools.
- Monitor, explain, expand, and apply relevant review/assessment data for each initiative.
- Manage the program development, vetting and approval process, and develop financial and budget plans for each initiative.
- Perform all other duties as assigned by the Vice President for Academic Affairs

### **Qualifications:**

- An earned doctorate or other terminal degree.
- No less than five (5) years of relevant experience in higher education focusing on designing and implementing online and hybrid educational programs, preferably for post-traditional students.
- Experience and proficiency with various learning management software/courseware, related technologies and with on-line education.

- Knowledge of data-driven operational strategies and tactics oriented toward enrollment and financial growth.
- Experience conducting and managing market research projects related to higher education.
- Proven ability to work with external and internal partners to develop and implement programs, including budget and management experience.
- Exceptional attention to detail and the ability to perform non-routine work with changing priorities.
- Project and program management leadership experience and capabilities for large, complex projects and programs.
- Demonstrated ability to manage multiple projects simultaneously.
- Strong writing and editing, analytical, and interpersonal communication skills.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).