

# Job Description

Position Title: Director, Online Learning Enrollment

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director, Online Learning Enrollment performs strategic direction planning and oversight for functional operations of the Distance Education Division. Administers external enrollment and service partnerships. Builds partnership relationships and team communications. Oversees enrollment, program analysis, and process improvement. Implements, reports, and administers organizational goals and objectives to meet mission and vision. Ensures contract compliance and oversees budget development.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities of external partnerships; manages vendor relationships. Makes critical decisions for contract fulfillment.
2. Monitors student enrollment, manages academic resources, and drives student success initiatives.
3. Directs and leads project efforts to strengthen, advance, and increase Pima Online enrollment. Strengthens cross-divisional ties; leverages and extends existing resources; and analyzes operations and implements process improvements.
4. Develops, administers, and monitors division budgets. Allocates funds and approves expenditures. Executes activities within approved budgets and timelines.
5. Operates as a primary point of contact for campus partners, stakeholders, and constituents. Responds to inquiries for information and resolves complex issues impacting PimaOnline partnerships and operations.
6. Develops strategic initiatives and collaborates with administrators, faculty, and staff on approaches to plan, implement, and administer organizational goals and objectives.
7. Directs and supervises technical data collection for the preparation of reports and proposals including statistical summaries, financial statements, and annual reports associated with partnerships and general operations.
8. Prioritizes and assigns work; conducts performance evaluations; and, ensures staff are trained. Makes hiring, termination and disciplinary recommendations.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, & Abilities:

- Knowledge of business management and fiscal practices
- Knowledge and application of various instructional methodologies
- Knowledge of internal and external customer service principles and practices
- Knowledge of principles and methods for promoting programs and services
- Skill in budget/resource management
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Skill in positive, productive and flexible customer service
- Ability to adapt to a rapidly changing technical environment
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

## Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Higher Education, Business, Management or a closely related field of study required.
  - Master's degree in or a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience required
  - Eight plus (8+) years of related experience preferred
  - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours