Director of Online Learning

Hugh Downs School of Human Communication

The Hugh Downs School of Human Communication (HDSHC) seeks a director of online learning at the rank of senior lecturer or principal lecturer. The duties of this position include oversight, implementation, and program improvement for our existing undergraduate online degrees: BA, BS, Minor in human communication, and curriculum support of the BA in Business Communication in the WP Carey School of Business. To be successful in this position, you should have strong leadership abilities and excellent organizational skills. This position requires an extensive understanding of undergraduate Human Communication curricula and Demonstrated leadership with online education; specific to programs of equal or greater size than HDSHC experience teaching or administering online courses. Although heavily administrative, this position will also include online teaching. Beyond fulfilling the current duties of the HDHSC director of online learning, our goal is to hire someone who can move our online programs into innovative and new areas and work with ASU Learning Enterprises to create opportunities for program growth, access to our degrees for diverse learners, and ongoing student access to HDSHC research and teaching. The position requires regular in-person interaction with a range of stakeholders on the ASU Tempe campus. This is a full-time, benefits-eligible position renewable on an annual basis contingent upon satisfactory performance, availability of resources, and the needs of the university. The anticipated start date is the beginning of the Spring 2023 semester, which formally begins on Monday, January 9, 2023.

Department Statement
The Hugh Downs School of Human Communication offers BA, BS, MA, and Ph.D. degrees. The School is composed of approximately 26 interdisciplinary faculty and 32 instructors who teach and study health communication, intercultural communication, interpersonal communication, organizational communication, performance studies, and rhetoric. The online BS and BA degrees include core courses in human communication, emphasis areas in organizational and interpersonal communication, and a variety of electives that reflect the research and teaching excellence of our award-winning faculty.

Working Environment
- This is a fiscal/12-month position that requires the employee to be based locally in order to work on the ASU Tempe campus and attend in-person meetings and training sessions.
- This position will be required to teach up to four online BS/BA courses per academic year (1-2 courses per semester) in addition to administrative duties
- This position requires supervision of others.

Essential Duties
- Provide assistance to program leadership in implementing new curriculum actions and academic programs;
- Collect data to develop program assessment plans and reports;
- Coordinate program hiring processes that enhance the teaching mission by providing graders and assistance to the faculty;
- Teach courses in the human communication curriculum;
- Assess need for and process of course development and redevelopment;
- Stay current with and implement new educational technologies for effective online learning
- Develop and implement research opportunities for online students;
- Develop strategic plans for program improvement;
- Act as college/school liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success and online programming;
● Work collaboratively and collegially with other units and services throughout the university to facilitate comprehensive student support;
● Attend pertinent professional development and training workshops and seminars;
● Attend program-focused meetings with School, College, and EdPlus personnel;
● Create and monitor class schedules for all terms;
● Work with the Director of the Hugh Downs School and main office staff to manage online undergraduate program budget.

Minimum Qualifications
● M.A degree in Human Communication, specializing in organizational, interpersonal, intercultural, health, rhetoric, and/or performance studies (not mass or media) by time of appointment.
● Five (5) years of college-level teaching experience for Senior Lecturer; and, seven (7) years for Principal Lecturer
● Demonstrated teaching effectiveness in online human communication courses at the university level.
● Experience developing human communication courses and curriculum in an online environment.

Desired Qualifications
● Doctoral degree in Human Communication, specializing in organizational, interpersonal, intercultural, health, rhetoric, and/or performance studies (not mass or media) by time of appointment.
● Three (3) years’ experience in student service experience n a higher education setting OR any equivalent combination of experience from which comparable knowledge, skills, and abilities have been achieved.
● Experience supervising and overseeing the work of others.
● High-level of proficiency with formatted documents, spreadsheets, databases, and data retrieval and creating reports from the data.
● Experience interpreting student needs and determining when to refer to other university resources.
● Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration and other interested parties.
● Experience working with online university systems including PeopleSoft, Canvas, Salesforce.
● Demonstrated success meeting the needs of diverse student populations and/or reaching out to diverse communities.

How to Apply
To apply, please submit the following:
● A cover letter detailing your qualifications and teaching experience
● A current curriculum vita
● The names, addresses or email addresses, and phone numbers for three professional references
● A statement addressing how your past and/or potential contributions to diversity and inclusion will advance ASU’s commitment to inclusive excellence

Application materials should be sent electronically using this link:  http://apply.interfolio.com/111576

The initial deadline to apply is August 15, 2022 – September 28, 2022 If not filled, applications will be evaluated every week thereafter until the search is closed.

The College values our cultural and intellectual diversity, and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

A background check is required for employment.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

**COVID-19 Vaccination** - Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage.