Director, Virtual College of Texas

FLSA Status: Exempt
Pay Grade: 26
Job Title ID: 17102
Job Series/Job Family: College Support Systems & ISD Relations Series / Virtual College Family (Grant funded)

Reports To

Provost

Job Purpose

To direct and manage statewide operations and activities of the Virtual College of Texas (VCT), a collaborative of all public two-year colleges. VCT's mission is to increase student access to higher education and improve student success by facilitating inter-institutional sharing of instructional, administrative, and support services and by providing services that support member institutions' eLearning programs. The Director acts in accord with counsel and direction provided by the Texas Association of Community Colleges (TACC).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Implements policies, practices, and new initiatives as directed by the Texas Association of Community Colleges (TACC). Closely coordinates VCT plans and activities with the Director of the TACC Center for Student Success, ensuring that they support TACC student success goals. Informs TACC of specific eLearning issues and concerns applicable to colleges statewide.
2. Works closely with the TACC Center for Student Success, the TACC eLearning Counsel, special task forces, and colleges' VCT Coordinators in the development of strategic plans. Collaborates with STARLINK to ensure that strategic plans of both VCT and STARLNK are complementary in support of TACC student success goals and objectives.
3. Develops and manages annual budgets. Hires and manages VCT staff and subcontractors and, as needed, hourly employees and consultants.
4. Supervises ongoing website management and maintenance and the development of custom-programmed applications, from specifications development through programming, testing, and user documentation.
5. Ensures the availability of technical assistance for VCT website users and administrative support for colleges in regard to VCT policies, practices, and procedures. Supervises the VCT Coordinator performing these duties.
6. Maintains ongoing communications with colleges and others regarding VCT services and benefits.
7. Manages special projects and initiatives, e.g., awarding VCT grants to colleges, managing software licenses negotiated by VCT.
8. Identifies areas needing improvement by assessing VCT performance data, input of the TACC eLearning Committee, TACC eLearning Council, VCT Coordinators and others, and results of the Annual Institutional Evaluation of VCT; proposes improvement strategies and directs their implementation as appropriate.
9. Serves as the liaison to the Southern Association of Colleges and Schools on matters related to VCT inter-institutional course sharing practices.
10. Oversee all VCT programs and lead initiatives to transformVCT into a world class learning organization meeting the needs of the college community.
11. Have a clear understanding of changing community college challenges and goals as well as the global workforce demographics and state's future workforce demands and tailor learning offerings accordingly.

12. Adheres to administrative policies and procedures of VCT's host institution, Austin Community College District.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Extensive knowledge of learning programs and the ability to implement world-class learning programs
- Current principles and practices related to distance learning technologies and applications in a synchronous and asynchronous educational environment
- Strong business acumen with results orientation to drive key business performance metrics

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Confident at influencing all levels of the organization, stakeholders, and legislative branches
- Ability to identify relevant leading practices in learning and apply them to meet community college needs
- Proficient at overseeing multiple programs concurrently, in a fast-paced and highly challenging environment
- A flexible approach to decision making, to adjust the needs of the majority
- Ability to mediate escalated problems appropriately
- Excellent communication skills, both written and verbal, ability to communicate with individuals at all levels of the organization, including strong facilitation skills
- Influence, interpersonal skills and high emotional intelligence
- Self-motivated, able to work to deadlines and manage competing demands
- Strong customer focus and relationship management skills
- Strong analytical mindset, able to tell compelling stories from data

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Preferred

- Proficiency in directing and managing software development.

Physical Requirements

Required

- Work is performed in a standard office environment.
- Occasional lifting up to 15 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

Work Experience

Required

- Five years work experience in an educational institution, including 3 years in supervisory/management positions and 2 years work experience in distance learning.

Preferred

- Three or more years in multi-college consortium or collaborative

Education

Required

- Earned Master's degree in a related field of study from a regionally accredited higher education institution.

Preferred

- Earned Doctorate from a regionally accredited higher education institution.

Other

Required

- Knowledge of policies and procedures of the Texas Association of Community Colleges.
- Reliable transportation for local area travel.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.