

# PAUL QUINN

## DIRECTOR OF ONLINE LEARNING

### Location

Dallas, Texas

### Deadline to Apply

Open until filled

### Salary

Salary commensurate with qualifications and experience.

This position is a Title III grant-funded and is expected to be renewed annually.

### About Paul Quinn College

Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally-funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), historically black college, and Texas-based institution), all PQC residential students are required to work 12- 15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than \$15,000 per year for tuition, fees, room and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell's leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell's work and the College's transformation by naming him one of the World's 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the "31 People Changing the South." For more information about Paul Quinn College, please visit <https://pqc-edu.squarespace.com/whoweare>

## **Position Overview**

The Director of Online Learning (DOL) serves as part of the Academic Affairs Office team dedicated to supporting the mission of Paul Quinn College (PQC) which is to advance the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively. The successful candidate must be an exceptionally qualified, bright, energetic, and innovative individual with a passion for online learning. The DOL reports directly to the Vice President of Academic Affairs and will play a key role in ensuring that online course quality is exceptional.

## **Essential Duties and Responsibilities**

- Develop and implement strategic plans and policies for online learning, perform yearly program assessments and provide ongoing budgetary analysis
- Oversight and management of PQCx certifications including Microsoft Applications, Microsoft Power Apps, Python, vJava, Agile, Scrum and Data Science.
- Meet with PQC Faculty to develop and revise responsive plans for online education
- Collaborate with IT to recommend and evaluate technologies relevant to online learning
- Collaborate with Marketing and Communications to market and promote online learning
- Evaluate and disseminate new developments and research in online education
- Oversee response to helpdesk work orders from faculty regarding online teaching
- Coordinate and conduct training for online faculty in the development of online instructional materials and online instructional methods, as needed
- Assist faculty with the development of teaching competencies, pedagogical practices, instructional technology utilization and assessment strategies required of high-quality online courses
- Work with faculty to explore and develop new online offerings
- Work with faculty to implement a user-friendly online learning environment for students
- Facilitate informational needs of students and potential students who take online courses
- Provide technical assistance for students via the institution's helpdesk
- Respond directly to concerns of students taking online courses
- Serve on committees, taskforces and other groups as an advisor and advocate for high-quality online teaching and courses

## **Required Qualifications**

- A master's degree (Doctorate degree preferred) from a regionally or nationally accredited institution of higher education in an area closely related to adult education, educational psychology, instructional design, instructional technology, higher education administration or online learning
- Two or more years of progressive leadership and management experience in the development of online programs/courses including instructional design, course development and evaluation practices
- Demonstrated experience with one or more of the learning management systems
- In-depth knowledge of current trends, techniques and tools involved in distance and online learning
- Experience in online course development and/or in teaching in an online environment, including assessment of student outcomes
- Experience implementing on-line learning initiatives
- Experience creating a strategic vision for integrating modern technologies for better learning outcomes
- Experience with budget management
- Experience teaching online courses
- Excellent oral and written communication skills
- Excellent customer service and people skills
- Strong work ethic with demonstrated collaborative and coordinative skills

## **Application Procedures**

Interested candidates must submit the following application materials:

1. Cover Letter that speaks to the candidate's interest in the position and qualifications
2. Resume
3. Unofficial transcripts from all colleges/universities attended
4. List of professional references (3 minimum)

Please submit your completed application materials to the [academicaffairs@pqc.edu](mailto:academicaffairs@pqc.edu)

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.