



**Dean of Academic Technology
Non-Bargaining Unit**

**Grade 19
Exempt**

Basic Function

Planning, development, and administration of academic technologies employed for CCV classroom and Web-based instruction; management of training and support services for student, faculty, and staff users of academic technologies; development and oversight of administrative technologies that support delivery of academic programs and instruction, including the learning management system, enterprise portal, and academic content repositories; planning, deployment, and oversight of academic technologies common to VSC institutions, in collaboration with VSC Information Technology Services and other VSC groups.

Characteristic Duties and Responsibilities

- Plan, implement, and manage the learning management system shared by VSC institutions, in collaboration with VSC Information Technology Services.
- Research, evaluate, and implement ancillary resources employed with the learning management system, such as ePortfolios, audience response systems, and plagiarism detection software.
- Plan training and support services for CCV faculty and student users of the learning management system and related technologies.
- Serve as the College's liaison with representatives of academic technology vendors and consultants providing equipment and services to CCV.
- Direct the provision of services hosted by technology vendors, such as Internet-based videoconferencing, eTutoring, and plagiarism detection systems.
- Prepare and manage CCV's budget for academic technology staffing and equipment, including CCV's portion of shared expenses for VSC-wide academic technology systems and services.
- Serve as chair of the VSC Teaching and Learning Technologies Group, whose goals are: to expand the capacity of VSC faculty and staff to use technology to improve teaching and learning; to develop a sustainable distance learning infrastructure capable of supporting ever-expanding and ever-changing teaching and learning technologies; and to use distance learning strategies to increase enrollments and revenues from all sources.
- Collaborate with CCV's Chief Technology Officer and Assistant Library Director to ensure the inter-operability of academic and administrative technology systems and the coordination of planning, implementation, maintenance, and use of these systems.
- Collect, analyze, and present data on usage of academic technology systems, as required by CCV, the VSC, and external entities.
- Serve as one of CCV's representative on the VSC Information Technology Council and other VSC committees and work groups.
- Serve on CCV's President's Council, Academic Council, and other College committees and work groups.
- Perform other related duties as assigned.

Supervision Received

The Dean of Academic Technology reports to the CCV President.

Supervision Exercised

Administrative and functional supervision of four to six administrative employees and four to six academic employees.

Minimum Qualifications

A master's degree in information systems management, information technology, or instructional technology, or a combination of related experience and an advanced degree, is required. This position requires demonstrated strengths in interpersonal communications, teamwork skills, project management skills, and the ability to work in and foster a highly collaborative environment. Three to five years experience in developing and implementing distance learning delivery systems and an understanding of basic administrative functions and academic communities in higher education are critical to the success of this position. Experience with the Moodle learning management system and Datatel's Colleague student information system is highly desirable.

- Knowledge of higher education distance and distributed learning principles and best practices, as well as of delivery system technologies.
- Demonstrated skills in project management and a demonstrated ability to foster collaboration, cooperation, and communication among diverse groups.
- Excellent administrative, organizational, communication, and supervisory skills.
- Ability to deal effectively with vendors and a wide range of individuals inside and outside of CCV and the VSC.
- Significant experience in end-user services, particularly training and support, and a demonstrated commitment to customer satisfaction.
- Familiarity with a wide range of information technologies.
- A demonstrated ability to manage resources in an effective, creative, and fair manner.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.