

**POSITION DESCRIPTION**  
**Online Campus Director**  
**UNIVERSITY OF WISCONSIN-STEVENSON POINT**

**Position Summary**

This position will be instrumental in the development and ongoing success of a UW-Stevens Point online campus. The director will strengthen UW-Stevens Point's efforts for offering a high-quality online education. This position will coordinate campus-wide involvement to deliver online programs that serve a wide variety of students' needs.

**Responsibilities**

- Partner with Academic Affairs leadership to analyze needs for online programming and determine more effective strategies, staffing and training.
- Partner with enrollment management to lead market research efforts to identify program opportunities that match learner needs with university academic capacity.
- Lead collaboration with deans, faculty and staff in academic units for online degree creation.
- Collaborate with Associate Dean of General Education and Honors and the Associates Degree Coordinator to bring the general education and associate degree entirely online.
- Serve as UW System level liaison for online course education, including the Course Exchange.
- Lead and supervise Collaborative Degree Program Manager position.
- Serve as the Program Integrity Coordinator to ensure compliance with State Authorizations, federal Financial Aid guidelines, accreditation standards, copyright and intellectual property rights, Section 508 and other regulations as they pertain to Online learning.
- Develop and maintain relationships with high schools for dual enrollment coursework in partnership with other campus executives.
- Coordinate appropriate marketing strategies for online courses and programs with University Communications and Marketing.
- Ensure adequate resources are in place on campus for online student success, program development, training, and funding to incentivize online course delivery.
- Collaborate with Assessment Coordinator to ensure quality of online course delivery.
- Coordinate with Office of Economic and Community Development staff on creation of online professional development programs.

**Qualifications**

- 3-5 years of demonstrated experience building or teaching online or distance education programs.
- Ability to develop long-term strategies for expanding online program array.
- In-depth understanding of shared governance processes for course and program approvals.
- Demonstrated ability to manage projects and multi-task.

- Ability and willingness to be available night and weekends to support faculty and students with online learning. Occasional overnight travel may be required.
- Excellent communication and interpersonal skills to establish working relationships across campus and the UW System.
- Ability to prepare and analyze reports and data.

**Minimum Requirements**

- Master's degree
- Demonstrated experience in academic program development
- Demonstrated understanding on online pedagogy and learning outcomes
- Demonstrated understanding of support services required for successful learning outcomes

**Preferred Requirements**

- 5-7 years of increasing responsibility for online course and program development