

Position Title: Director or Assistant Director of Online Learning

Reports To: Program Chair, School of Online and Graduate Studies

Position Summary

The Director or Assistant Director of Online Learning provides leadership, coordination, and operational oversight for the development, launch, and continuous improvement of online undergraduate and graduate programs. This role is central to implementing the institution's strategic initiative to expand online education, enhance academic offerings, and grow enrollment.

Working collaboratively with the Program Chair, faculty, admissions, marketing, and academic leadership, this position supports the full lifecycle of online programming—including program development, student academic advising, instructional design, and quality assurance—to ensure high-quality, student-centered online learning experiences.

Primary Responsibilities

1. Online Program Administration

- Support the Division Chair and Program Directors in implementation of new online undergraduate and graduate programs, beginning with initial program launches (e.g., online bachelor's degrees) and continuing through future program expansion.
- Collaborate with stakeholders across the institution to develop and implement:
 - Admissions processes and enrollment workflows for online programs
 - Academic policies specific to online programs
 - Financial aid awarding processes for online students
- Partner with enrollment and marketing teams to support program growth initiatives, including contributing to messaging, identifying target student populations, and supporting recruitment strategies.
- Support accreditation and regulatory compliance, including documentation and reporting for accrediting bodies.
- Coordinate program launch timelines, including approvals, course scheduling, and faculty assignments.
- Assist in developing the organizational infrastructure for the School of Online and Graduate Studies, including future staffing and role development.

- Facilitate communication across departments regarding online program operations and updates.
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2. Online Undergraduate Student Advising

- Design and implement advising models tailored to online undergraduate learners, including adult and non-traditional student populations.
 - Develop and maintain advising processes, tools, and documentation to support student success from admission through graduation.
 - Provide direct academic advising to online undergraduate students as needed, including degree planning, academic progress monitoring, and retention and intervention strategies.
 - Collaborate with enrollment teams to ensure a seamless transition from inquiry to enrollment.
 - Support development of advising policies for special programs including: accelerated (4+1) programs, dual enrollment partnerships, and online course access for on-campus students.
 - Monitor student outcomes and retention data to inform continuous improvement of advising practices.
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3. Instructional Design & Course Development

- Collaborate with program directors to develop and implement instructional design standards and best practices for online courses.
- Establish and oversee a quality assurance process (e.g., alignment with recognized standards such as Quality Matters).
- Collaborate with faculty to design, develop, and revise online courses.
- Manage course development timelines to ensure timely delivery of new and revised courses.
- Oversee the use of the learning management system (e.g., Canvas) for course delivery and consistency.
- Conduct audits of existing online and graduate courses to assess quality and identify areas for improvement.

- Develop and deliver training programs for online faculty (teaching best practices) and course developers (instructional design standards).
 - Support the scaling of instructional design capacity, including supervision of instructional design staff or graduate assistants as roles are added.
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Additional Responsibilities

- Support development of partnerships for course delivery (e.g., dual enrollment, external academic partners).
 - Assist in identifying opportunities to expand course offerings to new audiences, including high school and partner institutions.
 - Contribute to strategic planning, assessment, and continuous improvement efforts within the School of Online and Graduate Studies.
 - Stay current with trends and innovations in online education, instructional technology, and adult learning.
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Qualifications

Required

- Master's degree
- Experience in online education, academic program administration, or instructional design
- Familiarity with learning management systems (e.g., Canvas)
- Strong organizational, project management, and collaboration skills

Preferred

- Master's degree in education, instructional design, higher education, or a related field
- Experience in online student advising or student success initiatives
- Experience launching or managing online academic programs
- Knowledge of accreditation and higher education compliance standards
- Training or certification in instructional design or quality assurance frameworks (e.g., Quality Matters)

Key Competencies

- Strategic thinking and implementation
- Cross-functional collaboration
- Student-centered mindset
- Attention to detail and operational excellence
- Ability to manage multiple complex projects simultaneously

Candidates are requested to submit the following:

- Letter of application
- Current curriculum vitae
- Transcripts (unofficial accepted for initial review)
- List of 3-5 references that can be contacted if necessary.

Send application materials via email (preferred) to facultysearch@tabor.edu.

Closing Date: Review of applications will begin immediately and proceed until the position is filled.

Tabor College is a Christian liberal arts institution with a mission to prepare people for a life of learning, work, and service for Christ and his kingdom. The successful candidate must readily embrace the mission (see <https://tabor.edu/about/mission-vision-values/>) and theological identity of Tabor College (<https://tabor.edu/about/theological-identity/>). Women and underrepresented groups, especially those with proficiency in both English and Spanish are encouraged to apply. Tabor College is an Equal Opportunity Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren Churches, Tabor College is permitted, and reserves the right, to prefer employees on the basis of Religion (Title VII, Section 702-703, United States Civil Rights Act of 1964 as amended).