



Holy Apostles

College & Seminary

Holy Apostles College and Seminary invites applications for Associate Dean of Online Learning. This position is partially remote. Details regarding on-campus work are to be worked out prior hiring and will be reflected in the finalized job description. Holy Apostles offers courses in a small campus-based environment as well as fully online undergraduate and graduate degrees. Review of applications will begin July 15 and continue until the position is filled. The anticipated start date is August 2024.

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

Requirements:

Applicants must possess a Doctorate (Ph.D. or Ed.D.) in Education from a regionally accredited institution of higher education, with a background in online education and proven record of leading an online education program in a college or university. The ideal candidate will also have done academic work in Theology and/or Philosophy. The candidate should have a devotion to service, support for the college's mission, and a willingness to take the Oath of Fidelity and Profession of Faith.

The successful candidate will form part of a campus-based team that will strongly support the mission of HACS and contribute to the overall excellence of the institution by maintaining and improving academic quality, managing faculty in the program in a collaborative manner, and fostering frequent and open communication among those in the program. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

Job Title: Associate Dean of Online Learning

Job Summary: The Associate Dean of Online Learning is responsible for providing strategic and operational leadership for the Office of Online Learning under the supervision of the Vice President of Academic Affairs. The Associate Dean of Online learning will collaborate with faculty, staff, and senior leadership to develop new online programs and support existing online programs. The position accomplishes this through a respectful, constructive, and energetic

style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles. The salary range for this position is \$67,000 to \$72,000 annually, depending on experience and qualifications.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide leadership for online program development and instructional design
- Collaborate with instructional designer to develop quality online programs and courses that utilize best practices in instructional design and assurance of student learning outcomes
- Oversee the design and development of training for faculty (instructional design, online program development, online course development, etc.)
- Stay abreast of best practices in online learning, instructional strategies, and technologies and recommend those practices and strategies to instructors
- Manage online learning faculty course development contracts and payments.
- Direct instructional design staff and supervise the implementation of Essential Online Course Requirements
- Oversee Faculty Online Teaching Orientation course as part of the onboarding of new instructors
- Develop protocols for course development and course redesign processes.
- Direct operations of online programs (scheduling, faculty coordination) and coordinate with Registrar and Enrollment Services
- Develop and implement strategic plans and policies for online learning and yearly program assessments
- Develop instrument to evaluate online instructors' performance
- Collaborate with program directors to ensure the quality of courses and programs, assess faculty teaching, and recommend strategies for improvement

To apply please submit:

- a cover letter,
- C.V.,
- evidence of teaching effectiveness (including evaluations).
- a statement of your teaching philosophy and how it fits with the vision of Catholic higher education expressed in *Ex corde Ecclesiae*;
- a statement of understanding of the mission of Holy Apostles College and Seminary
- three letters of reference;
- and official transcripts.

All materials must be submitted electronically to Dr. Kristina Olsen (Vice President of Academic Affairs, Theology Search Committee) kolsen@holypostles.edu