Director of Distance Learning

DEPARTMENT: Provost
Closing Date: Applications received by March 16, 2015 will be given priority, however; applications will be accepted until filled

Employment Detail: Permanent, Full-Time

### Primary Duties
The Director of Distance Learning is responsible for the planning, development, day-to-day operations, problem-solving, and continuous improvement of distance education at Montana Tech. The Director is also responsible for providing support for faculty developing and teaching distance courses to produce effective learning experiences for distance students.

### Knowledge, Skills & Education Required
- Master’s degree. Or a bachelor’s degree plus applicable professional experience in instructional design, educational technology, and distance education programs at the undergraduate and graduate level;
- Expert understanding of distance instructional methodologies, technologies, platforms, universal design, and instructional design, and experience with at least two different Learning Management System platforms commonly used in distance education;
- Experience in developing and administering academic or academic support programs at an institution of higher education;
- Experience teaching in distance courses or programs at the college level;
- Familiarity with the federal and state legislative framework and accreditation requirements for distance education, such as universal access, security, identity verification, and copyright/fair-use.

### Preferred Education & Experience
- Doctoral degree in a field applicable to the position;
- Proficient in software applications relevant to Distance programs at Montana Tech (Moodle, Blackboard® Support, Microsoft Office suite, etc.);
- Experience developing and providing professional development for university faculty.
- Familiarity with State Authorization/SARA.

### To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The items listed above should be sent to:

Montana Tech Personnel Office
1300 West Park Street
Butte, MT 59701
Phone: 406-496-4380
Fax: 406-496-4387
e-mail: cisakson@mtech.edu

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.