Director of Distance Learning

DEPARTMENT: Provost
Closing Date: Applications received by October 15, 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.

**REQUIRED QUALIFICATIONS**
- Graduate degree, Master's level or higher
- Experience Managing/Developing Online Learning Programs and Courses at the post-secondary level
- Demonstrated strong project management skills and the ability to build strong and productive relationships with cross-functional partners.

**PREFERRED QUALIFICATIONS**
- Terminal degree in a field applicable to the position.
- Experience teaching online at the post-secondary level.
- Familiarity with the regulatory requirements for online education
- Experience providing professional development for faculty teaching online
- Experience with assessing and assuring the quality of online education

**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

Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material [www.mtech.edu/employment](http://www.mtech.edu/employment)

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