



## **JOB DESCRIPTION-DEAN OF ONLINE**

### **General Description/Primary Purpose**

The Online Dean will provide leadership to develop, promote, and sustain Murray State College's online programs. Oversees operational procedures, policies, instructional development, faculty training, technical support, quality assurance, and managing MSC's enrollment and program growth as an online college. This position will oversee online marketing and advertising optimization, and collaborate with third-party vendors and both internal and external affairs to effectively coordinate and implement a strong marketing strategy for the online college.

**Classification:** Faculty/Administrator

**Academic Rank:** Instructor

**Salary:** Commensurate with qualifications, education, and experience, plus full fringe benefits.

**Appointment:** 12-month appointment

**Overview:** Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings

### **Specific Job Functions—Dean of Online:**

1. Provide overall vision and supervision for developing and maintaining distance education programs that respond to workforce, economic, and community needs.
2. Establish an appropriate vision for the School of Online with goals clearly tied to the college's mission and coordinate efforts to achieve those goals.
3. Collaborate with campus departments, community partners, and marketing to develop relevant programs, marketing campaigns, and communications that expand the reach and significantly increase enrollment in distance programs.
4. Ensure compliance with accreditation, federal and state regulations, and distance education standards, and serve as the institutional liaison for Quality Matters, NC-SARA, and other quality assurance programs.

5. Provide leadership for online faculty, including oversight of teaching effectiveness, student feedback, and ongoing professional development opportunities.
6. Coordinate online course development, reviews, and quality assurance processes to maintain high academic standards.
7. Support innovation in teaching and learning by promoting adoption of new instructional technologies, open educational resources (OER), and alternative delivery models such as hybrid, i-flex, and competency-based education.
8. Revise, enforce, and provide all policies and procedures related to the School of Online, and coordinate efforts with remote faculty to align with the college's strategic plan.
9. Be an effective communication link between remote faculty and college administration, ensuring consistent messaging and feedback.
10. Coordinate and monitor low-enrollment classes with Program Chairs and recommend appropriate action to the Office of Academic Affairs.
11. Actively support and communicate Academic Council recommendations and institutional updates to remote faculty.
12. Coordinate efforts with Deans and Program Chairs in preparing and submitting online course schedules.
13. Collaborate with the Registrar, Institutional Research, and Financial Aid to ensure appropriate scheduling and tracking of online student data for compliance and reporting.
14. Prepare and gather academic data as needed and assist Deans and Program Chairs in using data to support decision-making and planning.
15. Assist in coordinating assessment data collection and reporting for online programs and courses.
16. Lead the online enrollment with strategic enrollment and retention initiatives, and by working with the academic resources center, student services, advising, and admissions to support online learner success.
17. Coordinate with the Dean and campus service departments to ensure that online student services, including virtual orientation, advising, tutoring, and other support resources, provide a high-quality, student-centered experience.
18. Participate in local and state professional organizations and technical consortiums to represent and advocate for the School of Online.
19. Represent the School of Online in institutional planning and advocate for online students and faculty in resource allocation and policy development.

20. Coordinate with the Public Information Officer to promote the growth and visibility of the School of Online through outreach and communication strategies.
21. Collaborate with the Department of External Affairs to develop and maintain external partnerships and pursue grant opportunities that support online learning, workforce development, and program innovation.
22. Oversee and manage relationships with third-party vendors and institutional partnerships to ensure alignment with institutional goals, compliance with academic and operational standards, and effective collaboration in areas such as instructional design, program development, and online program management.

### **Job Functions –Faculty**

1. Demonstrate scholarly standards of academic excellence and rigor and exhibit the traits befitting that of a distinguished faculty member.
2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and shows a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
4. Support the mission of the college.
5. Promote and maintain a positive attitude of service toward students, coworkers, and others.
6. Participate in community service activities and programs.
7. Promote and support service-learning activities.
8. Develop and use assessment of student learning methods at least every week and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Follow grading guidelines as set forth in the faculty handbook.
11. Submit assessment data into each year and make modifications for increased effectiveness.
12. Maintain, in coordination with other department faculty (adjunct and full-time), an up-to-date, complete, and well-organized syllabus following the MSC template requirements for each course taught as set forth by the Office of Academic Affairs.

13. Develop and maintain curricula that appropriately reflect current knowledge in the discipline and are in alignment with department curriculum guidelines.
14. Cooperate with the Academic Chair in the selection of textbooks and teaching materials.
15. Maintain a minimum of six scheduled office hours that match the modality of courses taught.
16. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
17. Encourage the use of the Academic Resource Center.
18. Incorporate the use of the MSC library and make recommendations for library purchases.
19. Sponsor clubs and extracurricular activities.
20. Serve on and contribute to campus-wide committees.
21. Support the President's Scholars Program as assigned.
22. Implement strategies to enhance college recruitment, retention, and graduation rates.
23. Participate in applicable professional development activities, including All Employee Meetings.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Following institutional policy, efficiently use a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
26. Serve as a mentor to adjunct faculty.
27. Provide instruction to distance learning sites as assigned.
28. Participate in strategic planning initiatives (including Taskstream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
29. Support the institutional General Education program.
30. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
31. Perform other duties as may be assigned by supervisors.
32. Complete required NIMS training (IS-700.a and IS-100.HE) prior to or upon employment.

### **Administrative Responsibilities**

#### **Fiscal:**

1. Provide justification for all funding requests with an analysis of projected costs.
2. Manage budgets within the budget area with fidelity.
3. Appropriate assignment of faculty and staff workloads in compliance with the institutional plan.
4. Manage college budgets responsibly to maximize student learning and faculty/staff professional development. Effectively manage college budgets with a focus on fiduciary responsibility,

ensuring resources are allocated to maximize student learning opportunities and support faculty and staff professional development.

**Supervisor Responsibilities:**

1. Ensure that college personnel policy and procedures are appropriately applied.
2. Utilize college policy and procedures to resolve employee or student grievances, concerns, and problems.
3. Develop and implement strategies to hire and retain high-quality faculty and staff.
4. Oversee faculty and Academic Chair evaluations yearly. Assist the Office of Human Resources in collecting necessary records.
5. Develop and coordinate new faculty onboarding and training.

**Required Knowledge, Skills, and Abilities:**

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Ability to analyze complex problems, interpret operational needs, and develop an integrated, creative, and innovative solution.
- Good interpersonal skills, patience, and the ability to guide individuals who have a wide variety of skill levels through the adoption and implementation of new assessment protocols and software deployment.
- In-depth understanding of assessment, retention, and student success practices in higher education
- Experience and/or training in using state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
- Communicate clearly and effectively to students seeking support.
- Communicate clearly and effectively with support staff, faculty, and administration.

**Rank Statement: Policy Statement (Approved by the MSC Board of Regents June 17, 2014)**

Murray State College recognizes four classifications of academic rank:

1. Instructor
2. Assistant professor
3. Associate professor
4. Professor

Regular full-time permanent faculty are ranked as an instructor upon employment in a full-time permanent faculty position. Regular full-time permanent faculty have the opportunity to apply for promotion in academic rank as outlined in the Faculty Promotion in Rank and Tenure Procedure. Must meet the evidentiary criteria for promotion in rank in minimum requirement and meet requirements for renewal -see Policies and Procedures Handbook. Monetary incentives for promotion in rank may be provided based upon the specified procedures and the availability of funds.

### **Other Ergonomic Requirements:**

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, printers, copy machine, and fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Generally, 37.5 hours a week. However, travel and additional hours will be required to attend meetings and fulfill the obligations required of the Dean of Online. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Office of the Provost, Vice President of Academic and Student Affairs

### **Qualification Standards:**

1. **Minimum Educational Qualifications:** A Master's degree with a minimum of 18 graduate hours in the subject area being taught.
2. **Minimum Experience:** Three years of successful teaching experience at the college level. Two years of successful experience as an administrator is preferred. Marketing and experience with the development and promotion of online programs.
3. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities. All faculty must follow the departmental dress code.
5. **Background Check:** The successful candidate must give permission to conduct a formal background check, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC Background Consent Form.

### **Submit the application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
mscemployment@mscok.edu

**Application Deadline:** Review of applications will begin immediately and continue until filled.

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**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education.