

# Sam Houston State University Human Resources

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## Staff Classification Description – Director of Online Program Development and Communications

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**Skill Category:** Administrative

**Position (Employee) Class:** 1M170 (E1)

**Grade:** NC

**Date:** 03/2012

**Department:** Distance Education and Learning Technologies for Academics (DELTA)

**Educational & Experience Requirement:** Bachelor's degree in communication, marketing, management, leadership, business administration, information systems, or related field. Five (5) years of experience in managing a university web team, web design and development, marketing, or project management is required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Responsible for coordination and communications related to new online programs. Publish, promote, and market online courses and programs for Distance Education and Learning Technologies for Academics (DELTA) Center in coordination with Enrollment Management and Graduate Studies. Publish, promote, and market Correspondence courses and Continuing Education courses and programs.

**Supervision Given & Received:** Provides supervision to the Sam Houston State University (SHSU) Online Programs Coordinator pertaining to data entry of online courses and programs into the SHSU Online and external distance education databases. Receives minimum direction from the Associate Vice President for Distance Learning.

**Primary Responsibilities:** Manage the development, maintenance, and web presentation of online program content (graduate and undergraduate). Serve on the task force with Graduate Studies, Enrollment Management, colleges, and SHSU Online. Coordinate and publish academic content on university websites with the college web publicists. Meet regularly with Deans and Department Chairs to discuss new online courses and program offerings. Facilitate the completion and routing of requests to offer online courses and programs between the colleges, departments, Graduate Studies, Enrollment Management and SHSU Online. Complete board motions and SACS paperwork for new online courses and programs for routing to Graduate Studies. Perform other related duties as assigned.

**Other Specifications:** Must be able to work collaboratively with faculty and administrators in diverse disciplines towards the goal of professional development of the university and enhancement of undergraduate and graduate education. Excellent written and verbal communication capabilities. Must be effective in computer and related technology. Involved with important contacts such as but not necessarily limited to department heads, Deans, Vice Presidents, faculty, committees, the Texas Higher Education Coordinating Board, and state, regional and national agencies and organizations.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.