LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR- LCTCSOnline

The Louisiana Community and Technical College System (LCTCS) is now taking applications for the Executive Director of LCTCSOnline. The Executive Director will be officed in Baton Rouge, Louisiana.

SUMMARY:

This is an unclassified position reporting directly to the LCTC System President.

The Executive Director of LCTCSOnline will be responsible for leading the planning, development and implementation of LCTCSOnline intended to offer the full-range of student matriculation services, Associates degrees and other credentials online. This position will ensure the establishment of a fully web-based system which enables students to apply, register, buy books, attend classes, use the library, receive tutoring and other services, as well as receive their degrees and other credentials from an LCTCS home college. The Executive Director of LCTCSOnline will also be responsible for representing LCTCSOnline to the public as well as state and federal agencies, Louisiana State Legislature, and Executive Branch.

Duties and Responsibilities: The Executive Director of LCTCSOnline will:

- Supervise a process engaging Chancellors, Technical College Directors, Academic Deans, representatives of business, industry, and other stakeholders to develop course and degree offerings for LCTCSOnline.
- Market and grow new and existing programs in terms of course and degree offerings to maximize enrollment in LCTCSOnline.
- Establish metrics to continually assess effectiveness of LCTCSOnline and recommend changes as needed to accomplish the Board–approved vision, role, scope, and mission of LCTCSOnline.
- Ensure compliance with Louisiana Higher Education Board of Regents, Southern Association of Colleges and Schools (SACS), Council on Occupational Education and all regulatory and accreditation policies and guidelines for distance learning.
- Develop and implement a plan to provide consulting and training opportunities for faculty & staff to support the establishment and effective participation of every LCTCS college in LCTCSOnline.
- Lead design and development of distance education per all instructional and fiscal aspects of LCTCSOnline.
- Promote LCTCSOnline revenue model and assist colleges in meeting enrollment goals.
• Design and implement sustainable and scalable business models for generating new streams of revenue.
• Develop and manage program budgets ensuring operation within approved limits.
• Develop short term and long term goals, uniform policies and procedures for LCTCSOnline.
• Supervise, guide and evaluate performance of professional staff including Director of Client Services, Director of Academic Services, Coordinator of Learning Technology and Innovation, and other staff as may be required for efficient operation LCTCSOnline.

Minimum Qualification Requirements:

• Master’s degree in education, business or related field required; Doctorate preferred
• Seven or more years of progressively responsible leadership experience in online postsecondary education management, including at least 5 years in supervising and leading a professional staff
• Demonstrated experience with accreditation processes

Required Knowledge, Skills and Abilities:

• Excellent organizational and leadership skills
• Knowledge of state of the art distance learning/eLearning development tools, theories and best practices and demonstrated ability to develop effective online programs and services
• Proven experience in the development of revenue generation business models
• Proven budget preparation and management skills
• Skill in marketing, business practices and customer relations.
• Ability to establish and maintain effective collaborative working relationships with faculty, staff, IT staff, students, government funding agencies, and the business community
• Knowledge of and experience with needs assessment and program evaluation.
• Excellent oral, written and interpersonal communication skills
• Experienced and successful in working with Boards of Directors
• Outstanding public speaking, presentation, and facilitation skills
• The ability to motivate and interact effectively with chancellors, faculty, staff and the general public
• Self motivated, and results-oriented. Ability to handle multiple priorities, adapt quickly to changing priorities, identify and address problems in a proactive manner.
• Ability to travel to LCTCS colleges and other venues as required promoting and implementing LCTCSOnline.
Compensation:

Compensation will be dependent upon education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit a cover letter, resume and the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to fkillen@lctcs.edu

Applications are accepted until position is filled.