

<b>Job Description</b>	
<b>Position</b>	<p><b>Deputy Registrar – Continuing Education &amp; Information Technology</b></p> <p>The Deputy Registrar is responsible for all aspects of Continuing and online education, including promoting and developing innovative delivery methods of all TDU's academic and training programs.</p>
<b>Reporting to</b>	Joint Registrar (Academics) / Registrar
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree or higher in education, science, management and related fields</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience leading collaborative teams in the design, development, implementation, and support of technical projects and programs for continuing and online learning.</li> <li>• Must be proficient with project management, budget modelling, and data analysis and reporting.</li> <li>• Knowledge of online service provider industry and 3rd party vendor contracts.</li> <li>• Experience managing continuing and online academic programs.</li> <li>• Experience working with industry experts in various disciplines and knowledge of training business operations.</li> <li>• Exceptional communication, writing and interpersonal skills a must.</li> <li>• Experience directly related to distance learning and/or instructional technology.</li> <li>• Demonstrated experience with one or more of the major LMS, including Blackboard, Moodle, or Canvas.</li> <li>• Experience creating a strategic vision for integrating new technologies for better learning outcomes for students.</li> <li>• Supervisory experience and strong work ethic with demonstrated collaborative and coordination skills.</li> <li>• Experience working with faculty in various disciplines and knowledge of higher education business operations.</li> <li>• At least 10 years of higher education/online program management experience with at least 5 years of higher education program management experience preferred.</li> <li>• Experience in managing IT related issues – hard and software is a must</li> </ul>
<b>Skill set</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of online accreditation standard, industry regulations, online learning theories, concepts, policies, procedures and best practices for online education.</li> <li>• Knowledge of current online education trends, issues, instructional design and technology.</li> <li>• Excellent oral and written English communication skills.</li> <li>• Ability to work with a highly diverse staff, faculty, and student body.</li> <li>• Excellent organizational, project, and time management skills.</li> <li>• Ability to work efficiently and accurately under tight deadlines.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage, develop, and ensure the quality of continuing education and online programmes and courses within the guidelines of accrediting agencies.</li> </ul>

	<ul style="list-style-type: none"><li>• Provide leadership and guidance on the field's best practices, business trends, and quality standards.</li><li>• Manage IT related activities and coordinate all IT related infrastructure establishment and support.</li><li>• Build strong working relationships with internal and external stakeholders especially industry and TDU Partners; evaluate campus recruitment success; enhance the regional, national and international reputation of the university through marketing and campus recruitment efforts.</li><li>• Identify opportunities to expand and explore new e-learning solutions and services to increase student engagement, develop/support e-student services and improve student learning outcomes.</li><li>• Establish administrative practices for tracking students, potential students, and instructors.</li><li>• Coordinate and conduct training for faculty in the development of online instructional materials and online instructional methods, as needed.</li><li>• Communicate with other University support services to coordinate support for online faculty, students, and potential students in an attempt to make the entire online education experience in the respective School's programs more user-friendly, effective, and successful.</li><li>• Provide assistance to face-to-face faculty, as needed, for the use of online teaching and learning systems to supplement face-to-face classes</li><li>• Work with the Registrar to secure and maintain the University's accreditation to deliver online degree programmes from DEC at UGC.</li><li>• Identify and research new revenue streams for the University and enhanced educational experiences for students relating to online programmes.</li><li>• Ensure the instructional quality of courses/programs; assess faculty teaching style(s) and use of appropriate pedagogy; identify areas of weakness in courses/programs, and employ strategies for improvement; facilitate faculty development workshops in areas of online teaching.</li><li>• Oversee the day to day operations, management and executable tasks including project assignments and working relations with any 3rd party partners regarding creative, copy, printing, marketing and communications materials for campaign planning and execution, and online recruitment division.</li><li>• Guide creative strategy in compliance with TDU brand identity guide to formulate high value content and direct copy and design deliverables across a variety of platforms including: print, email, web, social media, video, etc.</li><li>• Coordinate the administration of industry training needs surveys, student surveys, prepare and disseminate findings.</li><li>• Perform other tasks as assigned by the Vice Chancellor.</li></ul>
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