



DEAN OF ONLINE INSTRUCTION & WORKFORCE DEVELOPMENT ACADEMIC AFFAIRS / ONLINE & DISTANCE EDUCATION

REPORT TO: PROVOST/Senior VP for Academic Affairs
E CLASS: FT-12 Month
FLSA: Exempt

PURPOSE:

Miles College invites applications for the position of Dean of Online Instruction. This senior academic leadership role provides strategic vision, oversight, and operational leadership for all online and distance education programs. The Dean ensures the quality, effectiveness, and continuous improvement of online instruction while supporting faculty, enhancing student success, and aligning online initiatives with the College's mission, accreditation standards, and institutional goals.

REQUIRED QUALIFICATIONS:

- Doctoral degree required in Education, Instructional Design, Educational Leadership, Computer Science, or a closely related field.
- Minimum of five years of progressive experience in higher education, with demonstrated leadership in online or distance learning.
- Experience supervising faculty, instructional designers, or academic staff.
- Demonstrated success in online program development, assessment, and quality assurance.
- Experience with Learning Management Systems (e.g., Canvas, Blackboard) and instructional technologies.
- Knowledge of accreditation standards related to online education (e.g., SACSCOC).
- Knowledge of Artificial Intelligence integration into instruction

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide leadership and oversight for all online and hybrid academic programs.
- Develop and implement strategic plans for online instruction aligned with institutional priorities.
- Support faculty development in online pedagogy, instructional design, and technology integration.
- Ensure compliance with accreditation, state authorization, and federal regulations related to distance education.
- Collaborate with academic divisions to expand and strengthen online offerings.
- Oversee assessment, evaluation, and continuous improvement of online courses and programs.
- Supervise personnel assigned to online instruction initiatives.
- Participate in institutional committees, planning efforts, and professional development activities.
- Prepare reports and recommendations for the Provost and senior leadership.
- Recruit students for Online programs

- Perform other duties as assigned by the Provost.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated commitment to diversity, equity, inclusion, and student-centered learning.
- Strong understanding of online pedagogy, instructional design models, and adult learning principles.
- Ability to analyze data related to enrollment, retention, course effectiveness, and student success.
- Proficiency with educational technologies, LMS platforms, and productivity tools such as Google Workspace and Microsoft Office.
- Knowledge of applicable local, state, and federal laws, rules, and regulations affecting higher education.
- Excellent oral and written communication skills.
- Ability to manage multiple projects simultaneously while meeting deadlines.
- Strong leadership, collaboration, and organizational skills.
- Ability to maintain confidentiality and exercise sound professional judgment.

WORK ENVIRONMENT:

The work environment at Miles College is collaborative, mission-driven, and supportive. This position is primarily office-based with regular engagement in virtual environments. Work is typically performed with minimal supervision. Duties may involve extended periods of computer use, meetings, and occasional walking, standing, or lifting light materials.

TRAVEL:

Some travel may be required for conferences, training, or institutional representation.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).