



## POSITION VACANCY ANNOUNCEMENT

DATE: May 20, 2021

POSITION TITLE: Director of Online Learning

BARGAINING UNIT/  
SALARY RANGE: **Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Level IV. Budgeted Salary \$53,583.28.**

ESSENTIAL  
QUALIFICATIONS: Master's degree with 3-5 years of experience in online course development and design. Familiarity with instructional design theory, U.S. Department of Justice requirements for accessibility of web-based content, and demonstrated experience supporting faculty in a higher education setting with a learning management system. Experience with teaching online at the college level.

DESIRED  
QUALIFICATIONS: Master's degree in distance education, learning design, curriculum development or related field. Relevant work experience in a community college setting. Experience using Brightspace learning management platform including faculty support, course design, external learning tools and gradebook.

RESPONSIBILITIES: The primary function of this position is to work in conjunction with faculty to oversee online course quality and instructional/student support as well as to develop and recommend policies and procedures for online education. The successful candidate will train and assist faculty in the development, delivery and assessment of courses and provide guidance in the use of a variety of instructional techniques and technologies. The successful candidate will have a leadership role in enhancing the College's usage and continuing implementation of the learning management system, to include the fostering of quality standards and best practices. This position will supervise the Instructional Designer.

APPLICATION: Employment Application available at [cmcc.edu](http://cmcc.edu) –Jobs at CMCC. This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application, a current resume and letter of interest by June 7, 2021 to:

Suzanna Gallant, Director of Human Resources  
Central Maine Community College  
1250 Turner Street, Auburn, Maine 04210  
[sgallant@cmcc.edu](mailto:sgallant@cmcc.edu)

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5396.