Associate Vice Chancellor for Digital Learning Technologies

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Job ID: 291929

About Us

The University System of Georgia (USG) is comprised of 26 higher education institutions as well as the University System Office (USO). Within the USO, our administrative operations are primarily housed in the Trinity Washington Building located in downtown Atlanta. Our Information Technology Services (ITS) division is located in Athens. The University System of Georgia Shared Services Center (SSC) is located in Sandersville. The Georgia Public Library System is located in Atlanta. The Georgia Archives is located in Morrow. The State of Georgia Records Center is located in Austell.

Job Summary

The Associate Vice Chancellor is generally responsible for the overall budgetary, financial, operational, and personnel functions of multiple departments or programs within a division that have higher education system wide scope and impact. The Associate Vice Chancellor formally directs the work of multiple executive positions. The Associate Vice Chancellor reports to the Vice Chancellor for Academic Affairs and Student Success.

The Associate Vice Chancellor for Digital Learning Technologies will serve as a visionary and strategic leader guiding USG's digital transformation initiative. This role is responsible for identifying, implementing, and scaling innovative digital technologies' including emerging AI solutions' to enhance teaching, research, operations, and student success.

Responsibilities

1. Develops and manages program and department processes, including developing and implementing effective metrics.
2. Develops and maintains program and department policies and procedures.
3. Manages and administers budgets, grants and other distinct funding programs, including budget oversight, project interface with other state teams, and monitoring key deliverables.
4. Serves as liaison to key state and national governmental and non-governmental organizations.
5. Provides expertise to System Office personnel and to institutional faculty, staff and administrators; supports decision making and activities at institutional levels.
6. Directs the development of regular and special reports.
7. Directs the maintenance of program and department files and records.
8. Provides leaderships and assists institutional administrators in the setting of priorities in alignment with system plans and initiatives.
9. Assists in the development and implementation of system-wide policies and procedures.
10. Directs the University System's digital learning policy, planning, and initiatives.
11. Manages USG's ecosystem and policy for consortial academic programs.
12. Supervises units for:
    - USG eCampus' Online Program Management and Collaborative Administrative Services
    - Technology-enhanced teaching and learning and new learning models
    - GA Transfer Cooperative Services www.gatracs.org

13. Drives multi-institutional collaboration in the delivery of academic programs through initiatives such as:
    - eCore consortial general education courses
    - eMajor consortial online degrees (BBA, Financial Technology, Criminal Justice, Organizational Leadership, Cybersecurity, Information Technology)
    - Nursing Collaboratives,
    - Georgia Film Academy,
    - FinTech Academy,
    - USG Goes Global study abroad program,
    - WebMBA,
    - Teacher Education collaboratives,
    - New consortial degree programs focused on Georgia's high demand economic areas.
14. Advocates and supports the application of enterprise tools to support learner success for:
    - USG eCampus
    - University System Office
    - Georgia Film Academy
    - Relevant USG Institutions
15. Provides guidance on general accreditation management for consortial programs
16. Provides guidance and serves as a resource for Regulatory Compliance for Online Programs (State Authorization Reciprocity Agreement)
17. Works with Directors of Distance Learning across the University System.
18. System Office Liaison to the Advisory Groups for Distance Education and others as needed; Academic oversight committees for all USG collaborative programs.
19. Serve as primary point of contact for Academic Affairs for generative artificial intelligence; monitor and analyze emerging trends in AI**,** including advancements in multimodal course delivery models and student learning.
20. Partner with academic leadership to support AI curriculum development and research infrastructure
21. Investigate and Promote the development of digital forward instructional design and interventions utilizing student learning analytics.
22. Assists in supervising USG eCampus and collaborative projects around:
    - Adaptive Learning
    - Growth Mindset
    - HIPs Toolbox
    - Mindset Learning Project
23. Performs related duties as assigned.

Required Qualifications

- Master's degree and/or comparable work experience in higher education with coursework in statistical analysis required.

- Over five years of management experience required.

Preferred Qualifications

- Doctoral degree preferred.
- 7-10 years of work experience in higher education strategic planning, project design and implementation with a proven record of building partnerships with academic staff and departments required.
- Experience in higher education or other system-based organizations.
- Experience with collaborative and consortial projects in higher education.
- Experience delivering and developing digitally-delivered courses in a higher education environment.
- Experience with enterprise client relationship management or student success tools in higher education

Knowledge, Skills, & Abilities

1. Knowledge of Board-level governance, functions, relationships and history.
2. Skill in managing and leading a professional staff.
3. Skill in collaborating with multiple constituents.
4. Skill in decision making and problem solving.
5. Skill in interpersonal relations and in dealing with the public.
6. Skill in oral and written communication.
7. Ability to respond diplomatically to sensitive and critical issues.
8. Ability to effectively manage multiple demands and to meet strict deadlines.
9. Ability to analyzes information and identify trends and data.
10. Experience working independently and collaboratively to gather, analyze, and display data in visualizations with tools required.
11. Excellent written and verbal communication skills, including experience presenting to large and small groups as well as developing data-based stories through reports, briefs, and presentations.
12. Must be a self-starter who takes initiative, and who possesses strong problem solving, analytical and relationship building skills.
13. Must possess research methodology expertise and understand the role that data plays in solving policy and organizational issues.
14. Ability to locate, synthesize, and apply current research and writing about a variety of higher education issues.
15. In depth knowledge of current and emerging educational technologies, including Learning Management Systems (LMS), AI, adaptive learning platforms, and instructional design tools.
16. Demonstrated track record of effective, large-scale change management in learning technology and pedagogy.
17. Excellent organizational and project planning skills.

18. Strong time management and the ability to meet deadlines while working with multiple projects and multiple stakeholders.
19. Ability to adapt quickly and work in a highly dynamic environment.
20. Ability to interpret academic data and promote use of data.
21. Advance a data-informed strategy, including the building of tools, to advance student and faculty success.
22. Ability to collaborate with enrollment and other functions.
23. Ability to coordinate across USG institutions.
24. Understanding of new approaches to data-informed strategy, including those based on artificial intelligence .

USG Core Values

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at https://www.usg.edu/policymanual/section6/C2653.

Conditions of Employment

Offers of employment are subject to federal and state laws, as well as the statutes, rules, and regulations of this institution, and the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG). These Bylaws and Policies are available for inspection upon request.

Equal Employment Opportunity

The University System Office is an equal employment, equal access, and equal opportunity employer. It is the policy of the University System Office to recruit, hire, train, and promote persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50).

For questions or more detailed information regarding this policy please contact the University System Office Human Resources at 404.962.3242. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative

format, please contact Human Resources.

Background Check

Offers of employment are subject to a background investigation, including criminal records history, to determine eligibility for employment. Additionally, credentials and employment history stated in your application materials are also subject to verification.

For certain positions, a satisfactory credit check, MVR, or other relevant investigations may also be conducted. The University System Office holds the sole discretion in assessing eligibility for employment.
The University System of Georgia encourages applications from under-represented groups, including minorities, women, and people with disabilities. The University System of Georgia is an Equal Employment Opportunity/Affirmative Action Employer.
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