

## JOB DESCRIPTION

Position Title	Department	Reports to
Hybrid Program Director	Admin	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	9/16/20

## POSITION SUMMARY

The Hybrid Program Director works collaboratively with the School's leaders, and third-party vendors to develop, implement, and administer a high-quality hybrid JD degree program. This position ensures that the pedagogy for all online educational initiatives is sound, consistent with the School's curricular values and principles, and in compliance with the requirements, standards, policies, and procedures identified as best practices for distance education. This position ensures online/hybrid learners are given the holistic support they need in order to succeed by facilitating collaboration between online/hybrid students and student support and other university services. This position will maintain awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices. Collaborate with Institutional Research to track retention, persistence, and program completion rates; prepare reports; and recommend implementation of strategies to support growth in these areas. This position is responsible for the hiring, management, and oversight of JD hybrid faculty. This position will work closely with the School's CEO, Executive Director, Dean, and Registrar to ensure that all processes are integrated and efficient. This position also tracks compliance with all School deadlines, works to ensure accreditation standards are met, and produces reports as required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develop and maintain hybrid education policies and procedures in order to align with Law School policies and procedures and administer these policies for the Law School.
- Hire and oversee part-time hybrid faculty teaching scheduling and coordinate course development/design, and any other program implementation associated with external partners and vendors.
- Oversee scheduling of adjunct faculty for online teaching. Develop, implement and maintain marketing program and messaging.
- Coordinate all online course development, conferences and immersion experiences, and continued integration of the use of technology in the teaching/learning enterprise.
- Oversee course development and coordinate activities with the Administration Office
- Develop and maintain course scheduling and faculty resource management, in coordination with the Dean, Executive Director and Registrar.
- Assist faculty with the development of teaching competencies, pedagogical practices, and assessment strategies required of high-quality online courses.
- Work collaboratively across campus and with the external partners, subcontractors and vendors to adapt processes and procedures for successful development of hybrid program implementation.

- Foster efficient and effective operations for the online programs.

### **Experience & Educational Background:**

### **Skills & Competencies:**

- Online and/or hybrid teaching experience
- Curriculum or online/hybrid course development and experience with LMS systems
- Experience in development, oversight and implementation of hybrid/online courses.
- Knowledge of accreditation and compliance reporting.
- Excellent written and verbal communication skills and the ability to collaborate effectively with students, faculty, university administration, external agencies, and staff
- Highly motivated, organized, flexible, and able to multi-task
- Excellent networking and management skills
- Demonstrated aptitude for critical and analytical thought and creative problem solving.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Master's Degree or JD required
- Prior supervision/management experience

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The company is an Equal Opportunity Employer, drug-free workplace, and complies with Americans with Disabilities Act (ADA) regulations as applicable.

**To apply for this position, please email your resume to [HR@lincolnlaw.edu](mailto:HR@lincolnlaw.edu).**