



LIM College – Where Business Meets Fashion is currently seeking candidates for the position of **Program Director of Distance Learning**.

The Program Director of Distance Learning works with faculty and staff to promote continuing education, distance education, on-line course development, and provides students and faculty support services. Leads the advancement of the College's distance learning program which includes hybrid and fully online courses and helps move the institution toward the goal of fully on-line degrees. Administers all online course delivery vehicles, provides support with online course design. Works with and assists department Chairs and faculty with ensuring academic excellence is achieved across all online learning platforms. Shares knowledge of current instructional design principles and practices with distance learning technology and applications in an educational setting. Assures that distance learning courses meet the same integrity and rigorous standards that on-campus courses meet and that these courses are equivalent to their on-campus offerings.

Requirements: The person selected will have the following qualifications:

Minimum Required Qualifications:

- Master's Degree required
- A minimum of three to five (3-5) years of progressively higher levels of responsibility in the area of distance education
- Distance learning experience and a good understanding of technology in higher education is essential
- Understanding of instructional design principles in course and program design
- Superior analytical, written and oral communications skills
- Demonstrated experience using best practices in instructional design pedagogy
- Ability to communicate a service-oriented attitude with ability to relate to academic and business communities

General Preferred Qualifications:

- Experience at a higher education institution preferred
- Success at coordinating, implementing and evaluating distance learning programs in a variety of delivery modes
- Familiar with video conference technology and equipment
- Ability to design and execute course development strategies within specific learning management systems platforms with preference given to experience using Blackboard
- A commitment to collegiality

Please visit our website at www.limcollege.edu and click on "Careers @ LIM" for further information about the position and information about our competitive benefits package.

For consideration, candidates are required to submit a cover letter, resume or C.V. and the contact information of three professional references to:

Britta H. Hahn
Human Resources Coordinator
LIM College – Where Business Meets Fashion
12 East 53rd Street
New York, NY 10022-5268
Fax: 212-750-3493
Email: hrcareers@limcollege.edu