

Assistant Director of Online Operations

Park University is seeking to fill the position of Assistant Director of Online Operations at the Parkville Campus.

The Assistant Director of Online Operations will assume a leadership role within the Instructional Design team, while assisting and guiding our Online Course Content Developers and Instructors in the design and presentation of content, learner support resources and delivery/assessment methodologies. The Assistant Director of Online Operations will perform administrative functions relevant to operations of course design processes and procedures, working with course content developers and instructional designers as well as coordinate the process flow of course creation. The Assistant Director of Online Operations will counsel and support course content developers in using the flexibility offered by multimedia applications to target specific learning outcomes and audiences. In addition, the candidate will perform the quality review processes for completed courses. Required is a Masters degree in Instructional Design or related field.

Park University has an excellent benefits package including health, dental, and life insurance, and tuition paid undergraduate classes for employees and dependents. Send letter of application, vita/résumé, and a list of 3 references to: Park University, Director of Human Resources, 8700 NW River Park Drive, Parkville, MO 64152 or by e-mail to: careers@park.edu.

Review of applications will begin immediately and continue until the positions are filled.