



Office of Human Resource Director

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Job Description

- Job Title:** Director, Open and Distance Learning (ODL)
- Department:** Open and Distance Learning (ODL)
- Reporting Relationship:** Assistant Provost
- Functional Relationship:** Faculty Deans, Dean of Student Affairs, Registrar, Coordinator of Admissions, Campus Administrators, Chief Librarian, Bookstore Manager
- Supervises:** Employees in ODL
- Overall Responsibility:** As one of the leaders and managers in the Academic Division, the Director is responsible for providing direction and leadership in the development of the Open and Distance Learning unit within the framework of the university's mission and for the monitoring and support of programs, infrastructure and systems to support open and distance learning students and programs.

Specific Responsibilities:

Under the direction and supervision of the Assistant Provost, the Director will:

1. Leadership and Vision

- a. Provide leadership vision and training for the employees in ODL to foster clarity of roles, professionalism, loyalty and efficiency;
- b. Identify human resource needs for ODL and lead the search for new employees to foster the attainment of the center's goals;
- c. Provide leadership to the ODL Unit of the University ensuring that programs are developed and effectively delivered;
- d. Provide leadership in the development of draft policies and regulations governing the development and delivery of open and distance learning program and courses, consistent with best practices and with the University's mission, vision, institutional values and Strategic Development Plan;
- e. Maintains currency in the professional knowledge of student record technology for continuing education and in open and distance learning;

- f. Study the results of local and international research and trends in open and distance learning and continuing education and use this information to contribute to the direction of the ODL unit.

2. Management

- a. Establish, implement and sustain a management system for ODL that includes clear and adequate lines of communication, clarity of roles and functions, equitable distribution of authority and responsibility, and an outcome based performance appraisal system;
- b. Develop annual Work Plan for the ODL unit of the University and provide leadership in the implementation of the Plan;
- c. Prepare an annual budget for the ODL unit and manage and account for all expenditures;
- d. Supervise the activities of the ODL Unit and the staff assigned to that unit;
- e. Spearhead initiatives to generate revenue for the University through the use of ODL strategies;
- f. Advises and assists in the management and maintenance of the ODL databases including student databases and academic records for students in Continuing Education programs.

3. Collaboration

- a. Provide guidance and support to all University Faculties in the development and delivery of online programs;
- b. Liaise with other institutions in Belize and internationally to garner support to further the development of ODL in the university;
- c. Lead the unit in participating in evaluation exercises conducted by the university for quality assurance purposes;
- d. In collaboration with the office of Research, develop and manage the ODL research agenda.

4. Institution Building

- a. Contribute to the collaborative planning and cooperative leadership within the Academic Division and University's mission.

Requirements of the Post:

- Doctorate in Education with concentration in Distance Education or related field;
- Extensive work experience in distance education;
- Previous management and supervisory experience.