Position: Director OLC Research Center for Digital Learning and Leadership
Date: October 2018

POSITION OVERVIEW:
Reporting the Chief Knowledge Officer, the Director of the OLC Research Center for Digital Learning and Leadership is responsible for providing vision, leadership, and operational direction for the OLC's digital learning and research initiatives.   The mission of the OLC Research Center is to transform the digital teaching and learning landscape through the development of strategic partnerships, support, and dissemination of research, and the creation and evaluation of best practices and approaches in digital learning. The Director will have a thorough knowledge of current and emerging trends in digital learning, be an experienced collaborator working with external and internal constituents and be comfortable working in a fast-paced virtual organization.

MINIMUM QUALIFICATIONS:
- A doctoral degree or equivalent terminal degree with research, publication, and professional experience in digital research, teaching, and learning.
- Four or more years of managerial and project management experience in a high-impact, growth, and results-oriented higher education institution, higher education association or higher education related industry. Experience with digital curriculum and course design, development, evaluation, and research. Experience as an online instructor, trainer or administrator.
- Experience writing and reviewing grants, external proposals, scholarly publications and commissioned reports. Development of collaborative research-based partnerships.

KEY RESPONSIBILITIES

Research

- Identification of process improvement in the delivery of large-scale research projects, to enhance quality & delivery speed as well as lowering costs.
- Assess new research capabilities outside of OLC; including grant or sponsored research and collaborative activities.
- Contributes actively to an array of connection points within the OLC community (e.g., webinars, OLC blog, social media presence, awards and recognition at conferences, conference presentations, research into practice deliverables, membership portal).

- Develop and manage thought leadership webinars in conjunction with the Institute for Professional Development and other sponsoring organizations.
- Consults with Cabinet to create MOU's and other foundational documents/tools/processes to ensure effective and long-lasting research partnerships with higher education institutions, organizations, and companies that enhance OLC's strategic objectives.
- Ensures research protocols clearly describe research objectives and procedures of the research project; develops research designs, data collection methods, and strategies for data management as needed; designs, creates, and revises research instruments as necessary to ensure quality data that correlates with research objectives; coordinates multiple data collection efforts for one or more research projects which may include other collaborating agencies or institutions; consults with co-investigators on appropriate management of participant problems and concerns.
- Writes technical reports, white papers, executive summaries, recommendations, or other types of internal or external reports, publications or presentations. Ensures that all research projects are executed successfully and completed within time frames to meet research objectives. Promotes OLC's research through presentations, publications, webinars, and social media presence.
- Works internationally or with international researchers, as needed, to engage relevant research projects.
- Oversee emerging scholars/graduate students as they relate to research and publications.
- Develop a research agenda aligned with the strategic goals of OLC that explore the intersection of digital learning and research to benefit the field in both practice and teaching.
- Develops an annual plan for the Research Center in collaboration with the Research Advisory Council and coordinates execution of the plan realizing the organization's strategic plan.
- Develop the annual budget for the Research Center that clearly documents the assumptions upon which the budget estimates are made; monitors the accuracy of the budget estimates throughout the year and makes adjustments accordingly.
- Helps grow/shape OLC's Research Center as the preeminent go-to resource for digital education research
- Maintains an active Research Advisory Council.
- In partnership with the OLC Institute, develops a yearly plan for professional development such as workshops and webinars. For example, webinars to highlight effective practice or other OLC award winners.
- Monitors the competitive landscape to ensure all aspects of the Research Center are uniquely positioned to support OLC's long-term vision and differentiate OLC from other organizations.
- Develops the foundations for collaborative engagement with other higher education institutions and organizations, researchers, graduate learners, and research volunteers to expand the reach and impact of OLC's research agenda.

- Communicates results to the education community via published papers and presentations.
- Works collaboratively with the CKO and OLC Directors to research and continually evaluate best practices and strategies.
- Monitors competitive landscape (e.g., engaging market analysis projects) on an ongoing basis to strategically position offerings in the changing landscape; assists in identifying potential market opportunities for expansion of professional development offerings as well as developing a strategic framework to enter new markets.
- Considers all professional development products, delivery options, and timeframes in order to develop a schedule to maximize revenues and meet/exceed revenue targets.
- Works collaboratively with a growing group of subject-matter experts as faculty members and mentors to support IELOL and other leadership initiatives.
- Develops unique, in-demand and highly marketable tool-kits, templates, tip-sheets, white papers and assets in collaboration with other OLC teams.
- Accomplishes work through cooperation with other groups, cross-functional teams, and shared services operations.
- Consults with Cabinet to create MOU's and other foundational documents/tools/processes to ensure effective and long-lasting partnerships with higher education institutions, organizations, and companies around expansion of the OLC research agenda.
- Solicits sponsors or partners to request funding and in-kind support for OLC research.

Publications
- Develop the annual budget for Publications; clearly documents the assumptions upon which the budget estimates are made; monitors the accuracy of the budget estimates throughout the year and makes adjustments accordingly.
- Contributes to an OLC editorial calendar. Maintains research, publications, and webinars calendar
- Maintains *OLC Insights* blog calendar and works collaboratively with Marketing to proofread publish weekly posts related to thought leadership in digital teaching and learning.
- Engages with publishers to offer relevant publications on OLC website
- Develops the foundations for collaborative engagement with other higher education institutions, publishers, and media outlets to expand the reach and impact of OLC's publications
- Helps grow/shape OLC's publications as the preeminent go-to resource for distance education publications
- Work collaboratively with OLC Marketing and Conferences to provide ongoing support for periodic newsletters, email communications, and marketing materials.
- Facilitate the growth of the publications product line.
- Develop publications to support OLC's thought leadership strategy.
- Develop a plan for self-publication options for OLC.

- Develop a concept plan for author services, to include self-publications, OLJ, and research.

Online Learning **Journal**
- Helps grow/shape *Online Learning* as a go-to resource for distance education research.
- Develops the foundations for collaborative engagement with other higher education institutions, researchers, graduate learners, and research volunteers to expand the reach and impact of *Online Learning.*
- Proactively pursues and cultivates national and international research development and grant opportunities for OLJ.
- Envisions and puts forth an action plan for an OLJ/Research Center-hosted research symposium.
- Coordinate with the editor-in-chief to deliver the quarterly *Online Learning* Journal.
- Solicits sponsors or partners to request funding and in-kind support for OLJ.
- Proofread and provide editorial support for OLJ.
- Seek out ways to streamline operational activities within the journal
- Graduate Student Initiatives - Create and oversee graduate student emerging scholar program and all research and publications activities as they relate to graduate students, such as newsletters, conference presentations, journal involvement, and research project oversight.
- Liaison to Public Knowledge Project (PKP) and DevOps for OLJ hosting/tech support

Awards
- Oversee effective practice awards, including the composition of the advisory committee, the review process, and corresponding documents and technology.
- Coordinates other OLC awards.
- Envision ways to further promote effective practices through webinars and/or publications.
- Contributes to the vision for the suite of OLC annual awards, including research awards.

OLC Leadership Initiatives
- Supports OLC leadership activities through coordination of website, agenda, written materials, and collaboration with a variety of OLC staff.
- Contributes to the vision of leadership events for OLC.
- Coordinates IELOL and Leadership Networking activities.
- Supports Emerging Scholars, graduate, and other OLC Leadership development activities.

Conferences
- Serve on conference steering committees.
- Oversee the research track at OLC conferences.
- Oversee graduate student activities at conferences.
- Participates in leadership network activities.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to gain credibility and influence others at all levels within a higher education organization.
- Knowledge of procedures, operations, organizational structures, and principles of higher education institutions.
- Accomplished and versatile professional with a relentless drive for achieving results with an ability to span boundaries - big ideas and even bigger challenges are seen as opportunities
- Change management skills, including the ability to adapt and handle ambiguity.
- Independent, highly organized, and detail-oriented self-starter who is also able to work in a team environment with effective cross-departmental team-building skills.
- Strong problem-solving skills with the ability to identify the appropriate analytical processes for addressing particular issues, arrive at supportable recommendations, build consensus, and ensure successful implementation.
- Extensive curriculum development and project leadership experience with the ability to lead high-quality projects/initiatives with senior level stakeholders.
- Ability to manage and prioritize across multiple projects, strategic priorities, and issues and drive to informed answers and results in a focused and efficient manner; with an agility to make changes to plans as new information is learned and analyzed.
- Ability to evaluate the attractiveness of new opportunities - has an entrepreneurial, creative, and resourceful mindset with appropriate fiscal foundations.
- Knowledge and understanding of key performance indicators, metrics and data/predictive analytics to support planning, decision making, and continuous improvement efforts.
- Strong proactive leadership and management skills with exceptional organizational development, change management, project management (development and execution), team building, and interpersonal communication skills.
- Natural leader with excellent verbal/communications skills and a thoughtful, persuasive personal style (e.g., diplomacy, negotiation, conflict resolution, group planning).
- Success as a clear, persuasive public speaker with a reputation for producing written reports that are clearly written, data-focused and lead to responsible decision-making.
- Understanding of and sensitivity to diversity issues related to effective communication and interaction with persons from diverse cultural backgrounds, age ranges, social backgrounds, experience levels and more.
- Knowledge of management and supervisory principles and practices with an ability to supervise, train, motivate, and mentor staff in a high performing organization.
- Understand and use effective human resource, business process, and fiscal management skills.
- Computer and technology literate using Microsoft Windows, Microsoft Office applications, Google Docs, web conferencing, planning and communication technology, and the Internet.

REPORTING: Reports Directly to the Chief Knowledge Officer.

WORKING CONDITIONS: Home office environment.