

## **Manager, Hybrid and Online Learning**

Reporting to the Director, Teaching and Learning, the Manager, Hybrid and Online Learning is responsible for leading the development of hybrid and online learning at OCAD University (OCAD U) with the goal of enhancing access to art and design education. Through collaborative, consultative leadership, this role guides the implementation of the [Hybrid and Online Learning Framework](#) and the successful adoption of accessible, engaging and inclusive hybrid and online learning experiences across OCAD U's undergraduate and graduate programs.

The Manager provides operational leadership for OCAD U's newly formed Digital Learning Hub, a cross-institutional, interdisciplinary space for faculty, students and staff to develop, share and engage with diverse digital learning initiatives across the university and works closely with the Digital Learning Hub Advisory Committee to realize the goals of the Hybrid and Online Learning Framework. To facilitate multi-year planning and investment, the Manager advises the Chief Information Officer and the Director on the strategic direction and resource needs required to achieve the vision and strategic objectives of the Digital Learning Hub. The Manager oversees the work of a diverse staff team delivering comprehensive professional learning resources, consultations and just-in-time training to support the development and delivery of high quality hybrid and online learning experiences, works closely with academic leadership and facilitates multi-stakeholder collaboration across different academic support units, including IT Services, the Library, the Office of the Registrar and the Writing & Learning Centre.

The Manager promotes a scholarly approach to hybrid and online learning and curriculum development, drawing on emerging and promising practices and research in inclusive teaching and Universal Design for Learning (UDL), outcomes-based curriculum design, hybrid and online pedagogy, and technology-enabled learning (TEL), and maintains an active educational research practice as part of their leadership role at the university.

The Manager plays a key role in realizing the University's [Academic Plan](#) goals and strategic priorities, and all work is informed by commitments to equity, access and decolonization.

### **Summary of Responsibilities:**

- In collaboration with the Director and Associate Director, Teaching and Learning, academic leadership and relevant stakeholders (e.g. IT Services, Library, Office of the Registrar), lead the implementation of the Framework for Hybrid and Online Learning, with the goals of reducing barriers to participation in learning to ensure an accessible, engaging and equitable teaching and learning environment for all students
- Work closely with the Chief Information Officer and the Director, Teaching and Learning to provide operational leadership and support for the implementation of the Digital Learning Hub (DLH), in collaboration with the DLH Advisory Committee and a multistakeholder implementation team; support the development of processes for related project assessment, prioritization and implementation

- Develop and oversee the delivery of a comprehensive program of activities for faculty, teaching assistants and other instructional staff to participate in professional learning, dialogue and collaborative projects that promote promising practices in inclusive, accessible hybrid and online learning in art and design education, with an emphasis on studio-based pedagogies and collaborating with the Associate Director, Teaching and Learning as required; contribute to the creation of Indigenous, decolonizing and Wholistic approaches to hybrid and online learning
- In collaboration with the Associate Director, Teaching and Learning, the Office of the Vice-President Academic & Provost and academic leadership, support the implementation of curriculum planning processes to enable the design and delivery of hybrid and online courses across our undergraduate and graduate programs
- In collaboration with the Director, Academic Computing & Innovation develop and oversee the implementation of a service model to support the development and delivery of high quality hybrid and online courses, including instructional design, media development, accessibility assessment and captioning, user feedback, and course review and revision; consult on and support the ongoing assessment and adoption of technology and innovation in relation to hybrid and online course delivery
- As part of the educational research mandate of the Faculty & Curriculum Development Centre (FCDC), and in collaboration with the Directors, conduct educational research to support the implementation of the Hybrid and Online Learning Framework and contribute to scholarly advancements in hybrid and online learning pedagogy for art and design education; share research findings through a variety of knowledge dissemination activities including reports, presentations (university and academic), scholarly publications and teaching and learning resources
- Oversee the development and implementation of program monitoring and evaluation tools to track, assess and report on hybrid and online learning activities across the university; facilitate the regular review of evaluation data to inform program and service revision and quality assurance processes
- Oversee the development and implementation of a communications and outreach strategy with the goal of building OCAD U community awareness of promising practices in hybrid and online learning and facilitating participation in all relevant programs and initiatives; develop communications and annual reporting content as required
- Oversee the development and maintenance of the hybrid and online learning website
- Oversee the development of faculty teaching resources to promote promising practices in hybrid and online learning in art and design education
- Oversee the development of student program and resource development to support student engagement and success in hybrid and online learning environments, in consultation with the Writing & Learning Centre
- Hire, train and supervise hybrid and online learning program staff (e.g. Program Coordinator, Educational Developer, Instructional Designer, Educational Technologist, Digital Learning Specialist), including setting goals and objectives, monitoring progress, evaluating employee performance, coaching and fostering professional development
- Advise the Director, Teaching and Learning and the Chief Information Officer on the strategic direction and resource needs of the Digital Learning Hub, proposing necessary resources to realize the DLH vision and strategic objectives; manage the hybrid and online learning budget and lead development of relevant funding proposals, as required

- Fulfill program documentation requirements and assist with program reports as required
- Lead strategic and annual planning in support of the university's strategic and academic plans and FCDC goals and objectives
- Serve as a member of the Teaching and Learning Committee and other permanent or ad-hoc University committees (e.g. Senate Undergraduate Studies Committee), as required
- Assist the Director(s) in other related duties that contribute to the successful operation of the FCDC and support the Centre's strategic objectives

### **Qualifications:**

- Graduate degree in Education, the Humanities, Social Sciences, Art or Design, or equivalent; a doctorate would be a strong asset
- A minimum of five years' progressive experience working in a post-secondary teaching centre, online learning centre or similar academic support unit including experience managing projects, staff and programming, and working with administrators, faculty and students
- Demonstrated understanding and application of online learning research, inclusive teaching and Universal Design for Learning (UDL) and best practices in technology-enabled learning in higher education
- Demonstrated facility in the application of educational technologies
- Advanced expertise in educational theory, curriculum design, instructional development and understanding of the diverse learning needs of students
- Demonstrated expertise and experience in adult education, facilitation and program development and evaluation
- Excellent management skills and demonstrated experience managing, supervising, evaluating and developing collaborative staff teams
- Experience leading and facilitating post-secondary educational change initiatives an asset
- Demonstrated understanding of educational research approaches and methodologies and experience conducting educational research; a record of academic research, writing and publication
- Demonstrated ability to multi-task and manage complex projects
- Excellent interpersonal skills with the ability to collaborate, develop consensus and exercise confidentiality and diplomacy
- Proven commitment to developing and maintaining positive working relationships, and a collaborative, consultative approach
- Excellent oral and written communication skills and the ability to write effectively in different genres and contexts
- Demonstrated commitment to principles and practices of equity, anti-racism, decolonizing and accessibility; experience promoting a respectful work and learning environment for students, staff and faculty
- Knowledge of theories and practices of decolonization and Indigenous pedagogies and education; experience working within or collaborating with Indigenous communities an asset

**Compensation:** Commensurate with experience

**Hours of Work:** Total of 35 hours per week. Due to the COVID-19, the University is operating under a work from home program. At this time, the plan is to continue the work from home program until May 31, 2021, and as such the incumbent in this role will be working remotely during this time.

**Application Deadline:** Interested applicants are invited to submit an updated resume, with a cover letter by selecting "Apply Now" below, no later than **Friday April 16, 2021.**