



Online Learning Coordinator

Virginia Union University (VUU), founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students including the School of Theology.

Job Description:

The position will assist and support the delivery of VUU's online and continuing education efforts by providing training for faculty in the area of online teaching and developing and administering distance learning student services. The position will also serve as the "Online Registrar" for students in various non-credit and credit online programs. Furthermore, the position will assist learners in navigating them with financial aid and matters relating to accounts. The position will collaborate with the appropriate University centers and resources to help develop faculty and student support services. The successful candidate will be a team-oriented professional who is willing to learn and participate in a collaborative setting under the direction of the Director of Online Learning and Continuing Education and other administrators.

- Assists the Director in executing strategies and plans for online learning and continuing education programs that promote the overall university's strategic initiatives.
- Serves as the registrar for the Online Program.
- Handles all online students' inquiries regarding classes, enrollment, financial aid/student accounts, etc.
- Collaborates with the Director and other administrators regarding methods, technology, and administrative services.
- Assist the Director in anticipating, mitigating, and escalating academic issues as they develop.
- Collects, organize, and tracks all documentation associated with the assessment of online instruction.
- Assists with the management of service providers to ensure agreements are maintained.
- Works extensively with the Director of Online Education, Director of Admissions, and School Deans to increase student online enrollment growth along with retention strategies and other initiatives that align with VUU strategic direction.
- Provide other services as needed/directed from the Director
- Perform duties from VUU campus

Requirement/Qualifications:

- Master's degree in adult education, distance education or related field is required.
- Minimum of three to five years' experience working and supporting with distance learning program.
- Experience working with Learning Management Systems, particularly Jenzabar preferred.
- Strong interpersonal and communication skills.
- Advanced proficiency with MS Word, Excel, & PowerPoint

Salary: Commensurate with Education and Experience

How to Apply: For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

The selected applicant is required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.