



## **Assistant Dean of Digital Learning, School of Continuing Studies McGill University**

Montreal, Quebec  
Reference # MG-15556

### Job Description

The **McGill University School of Continuing Studies (SCS)** invites applications for a full-time **Assistant Dean of Digital Learning (ASDL)** to advance and support the production and use of technology driven learning solutions, design and platforms for highly diverse, post-secondary, global adult, professional and non-traditional learner, and instructor populations.

#### **Overview:**

The McGill University School of Continuing Studies (SCS) seeks an Assistant Dean of Digital Learning (ASDL) to help realize the School's ambitious strategic vision for technology-enhanced education. The incumbent will be reporting to the Associate Dean of Academic and Faculty Affairs

The School of Continuing Studies is one of 12 faculties at McGill University, a public institution of advanced learning. The School serves a diverse, complex, and ever-changing adult learner population of 8-10,000+ annually, from pre-collegiate to post-retirement age. It offers a combined total of 60+ credit and non-credit programs and courses at undergraduate, graduate, and professional levels, of varying duration, delivered through a variety of formats, including online and face-to-face courses and workshops. Particular emphasis is placed on serving the learning needs of First Nations and equity-seeking groups, as well as global communities and non-traditional adult learners.

SCS's core pedagogic approach centers on highest quality, inter-active experiential and peer learning combined with close collaboration practitioners, employers, and professional organizations. As a bridge between the University, the local community in and around Montreal, Quebec, Canada, and the world, SCS operates in a predominantly bilingual (French and English) but multicultural environment.

The Assistant Dean of Digital Learning (ASDL) serves as the School's primary point of contact, advocate, and resource for technology-enriched learning. In this capacity and working in close collaboration with relevant unit heads and other associate/assistant deans in the School, the ASDL provides school-wide leadership, mentoring, and daily technical and instructional support on all matters related to online, blended, hybrid, virtual/remote and other forms of technology enriched learning and teaching. They will ensure and coordinate the development and delivery of highest quality of online, distance, and other technology mediated learning for targeted especially to adult learners and part-time instructors.

## **Key Duties:**

### **I. Strategic Leadership & Oversight of Technology Enhanced Learning**

- Lead strategically an ambitious, accelerated delivery of all forms of technology enhanced learning, especially online learning, for credit and non-credit courses and programs, professional development certificates, self-paced learning, workshops and conferences, and custom programs, with an emphasis on accessibility, sustainability, interactivity, and quality.
- Guide strategically and motivate a dynamic team of faculty members, staff, part-time instructors, internal and external subject matter experts, and university colleagues to embrace and excel in technology enhanced learning.
- In collaboration with the School's leadership and academic units, and in close consultation with McGill University's central leadership, identify, plan, and implement learning systems to make McGill SCS stand out and succeed as a leader in high-quality, high-value, high-touch online learning. This includes identifying and participating in assessment of new opportunities and investments, as well as the planning for financially viable and successful entrepreneurial ventures.
- Direct and manage complex projects with diverse teams within the School with internal and external stakeholders.
- Working in close collaboration with the Assoc. Deans, Assistant Dean of Curriculum and Program Development, and academic directors, facilitate collaborative and peer learning, networking and academic quality assurance for technology enhanced within the faculty.
- Collaborate closely with SCS academic units and learner support services, and central units as relevant, to deliver exceptional, holistic learning experiences to our highly diverse lifelong learners.
- Serve as an expert resource to faculty and university wide planning and implementation efforts for technology enriched learning, including the vetting of and collaboration with external vendors and ed tech partners.
- Serve as the School of Continuing Studies' representative/advocate and public spokesperson/liaison regarding instructional design, technology innovation with University partners such as the Associate Provost for Teaching and Academic Programs, and the University's Teaching and Learning Services, on relevant University committees and in professional associations (e.g., Educause/UPCEA/CAUCE).

### **II. Management and Administration of Technology Enhanced Learning Course Development and Delivery**

- Oversee and facilitate best practices and procedures to ensure timely, streamlined development, delivery and refreshing of online/technology driven courses and programs in a fast-paced environment.
- Assess the effectiveness of online learning offerings and integrate into continuous improvement of courses through qualitative and quantitative data feedback and incorporation of state-of-the art innovations from the field.
- Direct, mentor and coach a committed, hard-working team of 8 instructional/UX designers, as well as interns, a copy editor, and administrative support through their day-to-day tasks as well as annual performance evaluations and goal setting/realization.
- Manage all technology learning related instructor support before, during and after course delivery.
- Working in close consultation with the McGill University Provost's office, Teaching and Learning Services, the central ITS and relevant School leadership, inform and manage the acquisition, maintenance and use of all School facilities and equipment related to online/remote learning and digital media development, including recording studios, teaching labs and mobile equipment.
- Maintain currency in the latest advances in technology enriched learning, including but not limited to new technologies, artificial intelligence, and technology-relevant pedagogy.
- Manage faculty-level operating budgets and human resources associated with instructional design and technologies for the School, in an environment of scarce resources at a public university.
- Collaborate with relevant School units/colleagues in support of recruitment and marketing of online, technology driven course content.

- Contribute actively to the fundraising of technology enhanced learning at the School including but not limited to occasional presentations to Board members and donors, and the identification and solicitation of grants and contracts.
- Ensure maximum accessibility of technology enhanced learning platforms and tools to learners with different abilities including people with physical and intellectual disabilities; and to learners from diverse backgrounds, including people historically underrepresented groups, racially populations, Indigenous learners, and lifelong learners.
- Ensure compliance with cyber security, cloud computing and other relevant governmental and university policies and guidelines.
- Serve on relevant School and University committees.
- Other duties as required and appropriate.

#### **Qualifications:**

- A Master's degree (PhD preferred).
- A track record of professional engagement (publications/consulting/conference participation).
- Teaching at a post-secondary and/or professional context.
- Strong visionary leadership skills.
- Demonstrated commitment to, and advocacy of, technology as a tool for effective teaching and learning in higher and/or professional education.
- Experience with data-driven performance analysis and implementation of quantitative and qualitative performance measures.
- Knowledge of the principles of multimedia programming and production, learning theory and design.
- Comprehensive knowledge of the processes and policies involved in developing and implementing higher education programs (i.e., pedagogy, instructor selection, instructional design).
- Demonstrated experience in support of users of technology, e.g., instructors/faculty and learners.
- Demonstrated supervisory, mentoring, and problem resolution skills.

#### **Other Qualifying Skills and/or Abilities**

- Graduate level studies in digital learning/technology-enhanced education or related field.
- Demonstrated ability to lead/manage projects and budgets in higher education.
- Excellent interpersonal, oral, and written communication skills in English. Fluency in French is an asset.
- Experience in generating external funding or revenue through grants, contracts, and/or fundraising.
- Demonstrated ability to work effectively with diverse stakeholders.
- Prior experience with D2L software is an asset.
- A strong curiosity about, and willingness to experiment with, emerging technologies and applications for educational purposes, such as AR/VR.
- A willingness to take calculated, reasonable risks in support of the School's mission and vision.
- Demonstrated commitment to accessibility and an inclusive learning and working environment.
- Demonstrated cross-cultural experience in international and multi-cultural settings.
- Lived experience working with individuals who are a part of racialized, 2SLGBTQIA+, and Indigenous communities, or other diverse communities, such as learners with physical and/or intellectual disability.
- Strong professional network and policy/organizational leadership experience.
- Experience working in or with a major research-intensive educational institution or the public sector.
- Prior experience with a variety of data analytic/business intelligence reporting tools is an asset.

#### **Position Details:**

This is a full-time, non-tenure-track position with an initial appointment of three (3) years, renewable pending performance, and funding. It requires residence in the province of Quebec with the possibility of some remote or flexible working arrangements.

#### **Applications Must Include:**

- Cover letter summarizing relevant educational background and work experience.

- Curriculum vitae tailored to this position.

**To Apply:**

<https://meridiarecruitment.ca/Career/15556>

*McGill University is committed to equity and diversity within its community and values academic rigour and excellence. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities.*

*At McGill, research that reflects diverse intellectual traditions, methodologies, and modes of dissemination and translation is valued and encouraged. Candidates are invited to demonstrate their research impact both within and across academic disciplines and in other sectors, such as government, communities, or industry.*

*McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, or that may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate's record.*

*McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, this email or phone at 514-398-2477.*

*All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.*