

Ameritech College of Healthcare

Draper, Utah
Greater Salt Lake City



Position Profile
Director of Distance Education
February 2018



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The College

Ameritech is a privately held, proprietary college specializing in healthcare career training with a goal of providing students with career advancement in the healthcare field in the shortest time possible. Founded in 1979 in Provo, Ameritech is built on the values of integrity, excellence, student-centeredness, caring, and service. These Five Star Values dictate the behavior and reflect the culture of the institution.

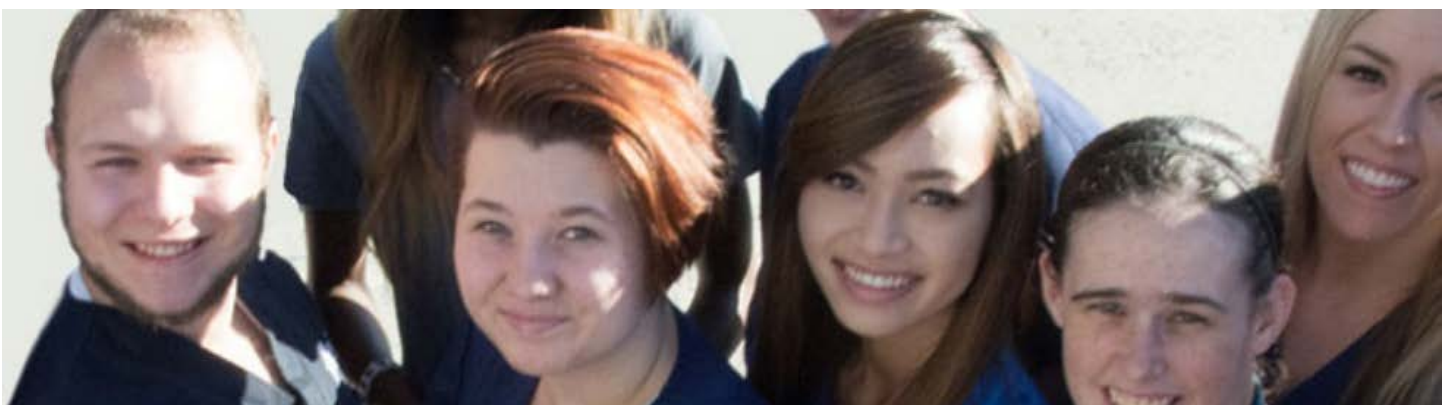
Ameritech is accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accreditation agency focused on healthcare institutions. Ameritech enjoys a strong local reputation and is best known for its accelerated Associate of Science in Nursing program (ADN). Widely recognized as selective, rigorous, and innovative, the program has grown to be one of the largest and highest-ranking nursing programs in Utah with NCLEX (National Council Licensure Exam) pass rates approaching 90%. The ADN is programmatically accredited by the Accreditation Commission for Education in Nursing (ACEN). Ameritech also offers an accelerated advanced degree option for registered nurses who wish to pursue their Bachelor of Science in Nursing. The RN to BSN program is programmatically accredited by the Commission on Collegiate Nursing Education (CCNE) and endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC).

In addition to nursing programs, Ameritech offers Occupational Therapy Assisting (OTA), Medical Assisting (MA), and Dental Laboratory Technician (DLT). The DLT program is the only accredited dental laboratory program in Utah. The OTA program has been granted pre-accreditation status with the Accreditation Council for Occupational Therapy Education (ACOTE).

While Ameritech has changed substantially over the past 30 years, it has remained true to its original vision. Over the past several decades, thousands of graduates have chosen Ameritech to assist them with their career transition into a variety of healthcare and dental-related fields. Ameritech's enrollment is approximately 600 students today.

Ameritech boasts strong student retention and placement rates, excellent nursing licensure pass rates, spacious and well-maintained facilities, and numerous and well-equipped labs. At Ameritech, you will not find sprawling lecture halls or expansive grounds. You will find systems put in place for a simple purpose: to enroll outstanding students, provide them with a best-in-class education, and place them into their desired career as efficiently as possible. This includes small class sizes, advanced skills labs, and 24-hour online library support.

Today, Ameritech has campuses in Draper and Provo, UT. Read more: <http://www.ameritech.edu>



The Opportunity

Reporting to the Dean of Academic Affairs, the **Director of Distance Education** will join a team of fiercely proud faculty, staff, and administrators. This is an opportunity to serve as a part of a close-knit community. The Distance Education Director will provide leadership and administrative oversight for all distance education courses and programs, and is responsible for developing, implementing, and evaluating course offerings and support services for students and faculty using the College's Learning Management System (LMS). In addition, this role will provide leadership for online learning and services to ensure alignment with College strategic goals and accreditation standards.

The primary duties of the Director of Distance Education include:

- Developing distance education goals and plans including online delivery, infrastructure support, and quality assurance;
- Working with Academic Affairs Department to develop and implement online delivery courses that meet the goals of the program and the college and align with programmatic and/or institutional accreditation standards;
- Recognizing and advocating for the technology needs of faculty and students to best meet program and student outcomes;
- Creating and maintaining LMS standards of design, organization, and functionality;
- Auditing all courses and faculty for compliance with College standards;
- Participating in the instructional design process and curriculum development for all programs including resource selection and management;
- Designing, training and implementing processes related to use of the LMS for faculty and students for both online courses and residential courses;
- Participating in the evaluation of the effectiveness of faculty in the distance education environment;
- Participating in Academic Affairs leadership through meeting attendance, committee work and other duties as assigned by the Dean of Academic Affairs;
- Attending and actively participating in school functions including but not limited to: receptions, marketing events, commencement ceremonies, staff meetings, in-service training, and advisory committee meetings;
- Assisting in compilation of statistical and other information as requested for accreditation and other organizational needs;
- Other duties as assigned.

This position is based in Draper, Utah. Relocation assistance may be provided.

Qualifications

Required Qualifications

- Bachelor's degree required; Master's degree highly preferred
- Training and education in current educational methodologies and development and delivery of distance education
- Minimum of five years in a higher education setting
- Minimum of five years' experience in distance education (experience teaching online preferred)
- Knowledge of learning technologies in a higher education setting
- Working knowledge of learning management systems functionality

- Advanced working knowledge of Microsoft Office suite
- Strong organizational skills with high attention to detail
- Excellent communication skills both written and verbal
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external
- Ability to adapt to tasks and take initiative
- Ability to think critically in resolving issues with processes and procedures

Preferred Qualifications

- Experience with Canvas LMS would be ideal
- Degree in Instructional Design, Instructional Technology, or Educational Technology
- Project management experience

To Apply

Confidential review of applications will begin immediately and continue until the position is filled. Applications should include a resume or CV and a cover letter outlining your interest in and suitability for this position.

To apply online, click here.

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=10417828&portalID=5652>

For nominations or further information:

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: 585-598-3269

chummel@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

ccoward@summitsearchsolutions.com

Ameritech College of Healthcare provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Oregon, California, Arizona, New York, and North Carolina.



Draper, Utah (Greater Salt Lake City)

Draper, known as a city in a vibrant growing area with a strong economy, is located about 20 miles south of Salt Lake City along the Wasatch Front. Draper is part of both the Provo-Orem metropolitan area and the Salt Lake City metropolitan area. Draper is surrounded by a metropolis (North), a burgeoning economy (West), a skier's dream (East), and a family-centric community (South). Draper is perfect for anyone who likes four seasons and the activities that go along with each. The climate is dry and hot in the summer with a fair amount of snow in the winter. Draper has nearly 100 miles of trails for hiking, cycling, and horseback riding. The blowing winds over Traverse Ridge make Draper a mecca for hang gliding and paragliding.



The small-town feel of Draper makes it an excellent place to raise a family. With Salt Lake City so close, and a variety of rapidly growing industries available, there are many opportunities to find a satisfying career. The big city was named in the top five for highest employment growth in 2015. It is also known for its strong school system, affordable housing, low crime rate (Utah has the ninth-lowest violent crime rate in the country) and many kid-friendly activities.

"Utah led the nation in job growth in 2015, a signal that economic opportunity may be better in Utah than in any state."

– Juliette Tennert, Utah Economic Council

In the "Healthiest Cities" report, Salt Lake City is ranked at #5 out of 50 U.S. cities for being the healthiest in physical activity, health status, nutrition, lifestyle pursuits, and mental wellness as well as #1 in a "Fiscally Fit Cities Report."

– Bert Sperling of *Sperling's Best Places*



For additional information on Draper and Salt Lake City, please visit:

Livability: <https://livability.com/ut/draper>

Visit Salt Lake City: <https://www.visitutah.com/>

Draper Chamber of Commerce: <http://draperchamber.com/>

Salt Lake City Chamber: <http://slchamber.com/>

Draper City: <http://www.draper.ut.us/9/Visit-Draper>