



JOB TITLE: INSTRUCTIONAL MEDIA COORDINATOR – DISTANCE EDUCATION

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Revised/Board Approved: June 16, 2014

BASIC FUNCTION:

Under the direction of assigned supervisor or designee, provides comprehensive support to faculty and students to assure effective implementation of learning technologies; provides technical, administrative and software support for programs including Distance Education. May work independently or as a team member, to coordinate and provide resources to assist Distance Education faculty and students.

REPRESENTATIVE DUTIES:

Develop efficient and thorough processes utilizing Distance Learning tools including content management systems, orientation materials and online learning assessments.

Provide ongoing support to online faculty and students with technical assistance via phone and email; troubleshooting Course Management System and access problems.

Assist faculty in the incorporation of multimedia instructional course materials including images, video and other electronic materials within their classes.

Develop concepts for multi-media presentations that can be incorporated into print, multimedia and video for on-line networks and other delivery methods.

Collaborate with Information Technology, Admissions and Records, Library, Counseling, Learning Resources Center, Professional Development and other relevant departments to address the needs of Web-enhanced and Distance Learning students and faculty.

Serve as a resource for new online faculty members.

Maintain a comprehensive resource webpage for students and staff.

Compile, organize, research and verify information for statistical reports and online surveys.

Assist faculty with the fulfillment of objectives, assessments and the creation and production of instructional media for distance education.

Develop innovative projects that utilize new technologies.

Work with the Instructional Design team to assist faculty in the design, development and migration of courses to an online environment.

Interact with external agencies to facilitate contractual programs including publishers sites and the video objects repository.

Train and provide work direction to other personnel and student employees as assigned.

Research and recommend process improvements and provide input in the evaluation of program effectiveness.

Monitor program expenditures.

Perform related duties as assigned.

INSTRUCTIONAL MEDIA COORDINATOR – DISTANCE EDUCATION

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Instructional Design & Technology, Education Media Design or technology related field and three years of direct experience required. Directly related work experience in excess of the three years required and two years of college level course work may be substituted for the required Bachelor's degree.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Academic computing including the Internet.

Course management systems.

Instructional courseware used for online classes.

Record-keeping and project management techniques.

Effective time management and organizational skills.

Modern office practices, procedures and equipment, including email, discussion boards and conferencing technology.

Standard web site usability concepts including accessibility and inclusive universal design allowing for students with disabilities.

Oral, written and interpersonal communication skills using tact, patience and courtesy.

Word processing, spreadsheet and database management systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles of providing training and work direction.

Abilities/Skills:

Initiate, develop, organize and maintain operations of the distance education program.

Train and provide work direction to others.

Provide high level customer service to students, faculty and staff.

Exercise tact in dealing with sensitive issues and situations.

Analyze situations accurately and adopt an effective course of action.

Research and resolve technical problems.

Develop new, relevant technology skills as needed.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.