

The University of Akron
Classification Specification

Job Title:	Coord Distance Learn Prog Development	Job Code:	T43855
Job Function:	Contract Professional Staff	Grade:	220
Job Family:	Unclassified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	5/17;2/09

Job Summary:

Promote the university's distance learning programs to students, faculty, staff and community stakeholders. Develop training opportunities for users to learn about the distance learning programs available. Provide Technical support related for distance learning systems. Assist faculty to build and create content for distance learning courses. POC for all College Credit Plus DL daily operations. Process documents for all DL related courses on & off main campus. Verify lines of communications for all on campus and off campus users, faculty, and community stakeholders including but not limited to calendars at all sites, contact lists. Assist DL engineering staff with connection schedules and testing for sites.

Essential Functions:

25% Train new DL faculty, staff, and student assistants as well as off campus participants to effectively use the DL classroom technology. Create and present training events to increase number of DL users.

25% POC Distance Learning College Credit Plus and all other UA courses taught via DL regarding questions and issues from DL faculty, CCP DL partners, including but not limited to questions regarding textbooks, computer based testing procedures, annual recognition certificates of UA CCP student achievements. Tracking enrollment numbers each semester, determine far-site DL connections distribution. Coordinate UA DL contacts and CCP counselor meetings twice a year.

20% "Tell the Story" - promote and increase DL usage and UA overall enrollment figures by enlighten UA departments and prospective community partners of distance learning opportunities.

15% Provide data of DL events & courses taught; their enrollments, and the far site location enrollments including CCP, Undergraduate, Graduate & other.

15% Provide Communication and Connectivity Verification-Maintain contact lists communicate UA DL calendars and updates with academic departments & off campus partners. Assist UA DL engineering techs with obtaining and verifying connectivity for far site locations. Provide supplemental training of UA DL student assistants insuring updated use of software and hardware changes & pedagogical approaches to DL technology tools.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

Ability to travel to the various distance learning sites.

Experience:

Requires a minimum of 2 years experience working with distance learning technologies/environment while training employees in the use of technology, facilities, and methods. Advanced knowledge of networks (IP/ISN/ATM) required. Knowledge of PC and Macintosh hardware and software applications, distance learning techniques, theory, and video production required. Computer skills including word processing, spreadsheet, and database capabilities required. Effective communication and organizational skills and attention to detail required. Knowledgeable in PeopleSoft Student Records & Room Scheduling applications, Panopto course recording software & springboard LMS required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.