

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Distance Learning Manager		<i>BOT Date:</i> June 22, 1998	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0622	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Manages and coordinates the College's Distance Learning program. Identifies alternative course delivery methods for students who are unable to attend traditional on-campus classes and oversees the implementation of the program.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Assists in determining need for Distance Learning courses and in developing initiatives, policies and planning to meet these needs.	15%
2.*	Evaluates courses and/or technological advancements for distance learning application.	15%
3.*	Markets to promote class offerings within the community and assists in developing strategies for improving distance learning success.	15%
4.*	Assists with finance/budgeting activities, including funding requests and grant applications.	5%
5.*	Acts as liaison with various community agencies to identify needs for courses, and represents College at state, regional and national continuing education and/or Distance Learning meetings and conferences.	10%
6.	Prepares and coordinates schedules.	15%
7.*	Assists in the hiring, assignment, training and evaluation of instructors.	10%
8.	Assists in developing a research agenda for Distance Learning.	5%
9.	Assists students in resolving problems related to Distance Learning courses.	10%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Grant Funds:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	