

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Distance Learning Coordinator			<i>Approval Date:</i> July 12, 2005
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0747	<i>Approved By:</i> College President

### GENERAL DESCRIPTION

Provides, coordinates, and identifies the need for technical support to faculty and students for distance learning courses. Develops schedules and professional development of instructors.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Assists Manager of Distance Learning with Learning Management System Administration.	25%
2.*	Works directly with faculty in resolving problems related to Learning Management System.	20%
3.*	Updates the Distance Learning website.	10%
4.*	Works directly with students in resolving problems related to Distance Learning courses.	15%
5.*	Coordinates and trains other staff.	10%
6.*	Coordinates with Distance Learning Manager in preparation of schedule.	10%
7.	Coordinates statistical analysis of Distance Learning System.	5%
8.	Coordinates faculty professional development workshops.	5%
9.	Perform other similar and related duties as required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Distance Learning Coordinator	<i>Class Code:</i> E0747	<i>Level:</i> G
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	Three to five years of prior related work experience.	
<i>Planning:</i>	Plans events that will occur during the year and have some effect on the department's annual expenditures and/or revenues. Scope of planning is college-wide.	
<i>Impact of Budgets:</i>	Has 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 of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities on campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties and responsibilities. Independent judgment is required to study previously established, often partially relevant, activities; plans for various interrelated activities; and coordinates such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can be found by using methods chosen before in similar situations.	
<i>Communication with Others:</i>	Requires regular internal 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. Requires regular contact with the general public, supplying or seeking information on specialized matters.	
<i>Supervision of Others:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Job-Related Knowledge:</i>	Requires a professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires 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 using original and creative thinking to develop new, innovative results. The results generally impact the local, and/or distant, target groups, partners and/or projects.	
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.	