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## Auburn University Job Description

Job Title: **Coord, Distance Education**

Job Family: No Family

Job Code: **AA24**

Grade AA10 \$48,800 - \$83,000

FLSA status: Exempt

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### Job Summary

Coordinates and provides leadership and administrative and technical support for distance education efforts in a college.

### Essential Functions

1. Coordinates support for distance education for a college, ensuring all departments have access to support in instructional design, technology, and course delivery.
2. Administers distance education programs including budget management.
3. Assists departments and faculty in developing curricula and proposals for distance degree and non-degree programs.
4. Assists faculty with course development and delivery, including providing instruction design and technology support.
5. Assists with the development and implementation of policies and procedures pertaining to distance education.
6. Coordinates and plans promotional and marketing activities designed to enhance interest in distance education.
7. Researches opportunities such as external grants and contracts to increase revenue for distance education programs.
8. Coordinates with students and faculty advisors on the application process for internship programs.
9. Interacts with internship hosts regarding the evaluation process and procedures.
10. Communicates with internship host on mid-term and final evaluation of students' performance during internship and Communicate with students and faculty advisors on final performance evaluation during the internship experience.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Instruction Systems Design, Instructional Technology, English, or Business.
<b>Experience (yrs.)</b>	5	Experience in instruction design support and development and delivery of distance education programs.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of instructional design principles and distance education program development, delivery, and assessment.

Knowledge of graduate and undergraduate curriculum policies and procedures.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022

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