AUBURN
Human Resources

Coord, Distance Education

Job Description

JOB INFORMATION

Job Code	AA24
Job Description Title	Coord, Distance Education
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

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

RESPONSIBILITIES

- Coordinates support for distance education for a college, ensuring all departments have access to support in instructional design, technology, and course delivery.
- Administers distance education programs including budget management. Assists departments and faculty in developing curricula and proposals for distance degree and non-degree programs.
- Assists faculty with course development and delivery, including providing instruction design and technology support.
- Assists with the development and implementation of policies and procedures pertaining to distance education.
- Coordinates and plans promotional and marketing activities designed to enhance interest in distance education.
- Researches opportunities such as external grants and contracts to increase revenue for distance education programs.
- Coordinates with students and faculty advisors on the application process for internship programs.
- Interacts with internship hosts regarding the evaluation process and procedures.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Instruction Systems Design, Instructional Technology, English, or Business.	and	5 years of	experience in instruction design support and development and delivery of distance education programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of instructional design principles and distance education program development, delivery, and assessment.	
Knowledge of graduate and undergraduate curriculum policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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