

**CAREER OPPORTUNITY**  
**Distance Education Coordinator**

**POSITION AVAILABLE:**

**ABILITY TO:**

1. Facilitate diverse activities related to the distance Education Program and courses offered
2. Interpret and apply administrative and departmental policies and procedures
3. Prepare and maintain records and reports
4. Assist in the preparation and administration of budgets

**REPRESENTATIVE DUTIES:**

1. Support instructional design for faculty teaching on campus and distance education courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
2. Provide and/or coordinate staff training including pedagogical and technical workshops for the development of distance education courses and quality improvement. Facilitate diverse activities related