



Position Title: Distance Education Partnerships Coordinator

Reports to: Director of Distance Education

Appointment: Full-time, Salary, Exempt

POSITION SUMMARY:

This position is responsible for exploring new opportunities for Toccoa Falls College to thrive in the world of Distance Education, particularly within the state of Georgia. This position reports directly to the Director of Distance Education and will work closely with the Director of Distance Education Admissions, Dual Enrollment Admissions Counselor, Online & Graduate Admissions Counselor, Dual Enrollment Coordinators, and Online Education Coordinator.

TASKS:

- Develop & maintain partnerships by networking with public, private, and home school institutions and associations
- Work closely with Distance Education Admissions to enroll new students at TFC
- Work with Dual Enrollment Coordinators to ensure that textbooks are ordered for all dual enrolled students
- Works with Online Education Coordinator to track attendance during drop/add and throughout each term
- Travel to high schools, churches, and other organizations to promote the TFC Distance Education Department
- Academically advise online students
- Register partner school students and communicate schedules/rosters with administrators
- Communicate with all partner school adjunct professors who utilize the college's course management system
- Generate, send, and receive partner school adjunct professor contracts each term
- Provide materials for and train professors teaching courses on high school campuses
- Review partner school course syllabi and material each semester for consistent and accurate information
- Facilitate the implementation of course evaluations for high school campus courses
- Stay abreast of rules and regulations governed by the state and federal government concerning the Dual Enrollment Program, HOPE and Zell Miller scholarships, and FAFSA
- Coordinate events for the Distance Education Department

SKILLS & ATTRIBUTES:

- Ability to effectively and persuasively communicate with others (in a written and verbal format), solve problems, demonstrate patience and understanding, and make wise and informed decisions
- Ability to manage and prioritize multiple projects simultaneously and meet appropriate deadlines
- Ability to work independently and interactively as part of a team
- Desire to learn and grow, demonstrated through a positive and receptive attitude

EXPERIENCE & EDUCATION:

A bachelor's degree is required. Proficiency in Microsoft and experience in an academic environment is preferred.

PHYSICAL REQUIREMENTS:

Must be able to climb steps, lift files and boxes weighing up to 25 pounds, and travel for multiple days at a time.

APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and a completed application (found at <https://tfc.edu/employment/>) to Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu, Andrew Thorne, VP for Distance Education, at athorne@tfc.edu, and Kerri Baso, Director of Distance Education, at kbaso@tfc.edu. **All application materials must be submitted for a candidate to be considered.**