



Position Title: Online Education Coordinator

Reports to: Director of Distance Education

Appointment: Full-time, 12-month, Exempt

POSITION SUMMARY:

The Online Education Coordinator will work with faculty and staff to develop and maintain online instructional materials, design online courses, and support instructional technology. This position will also assist with course management system functions, advising and scheduling for Distance Education, and professional development for Distance Education faculty. This position reports directly to the Director of Distance Education and will work closely with the Director of Distance Education Admissions, Partnerships Coordinator, Dual Enrollment Coordinators, Dual Enrollment Admissions Counselor, and Online & Graduate Admissions Counselor. This position supervises the Administrative Assistant for Distance Education.

TASKS:

- Support the use of academic technologies for the Distance Education Department
- Provide technical training, assistance, and materials to adjunct faculty/staff for the college's course management system
- Work with the IT Department to provide support and assistance for Distance Education students
- Work closely with Partnerships Coordinator to track attendance during drop/add and throughout each term
- Communicate with all online adjunct professors who utilize the college's course management system
- Review course syllabi and course material each semester for consistent and accurate information in online courses
- Oversee processes for online adjunct professor contracts and for accurate textbook listings for online courses each term
- Academically advise online students
- Promote retention of Distance Education students by equipping advisors to be confident on policy, procedures, course selection and operations; as well as equipping advisors to accurately track and communicate with degree-seeking Distance Education students to ensure timely graduation
- Facilitate course evaluations for online courses
- Collaborate with VP for Distance Education and Dean of Distance Education on proposed course schedules

SKILLS & ATTRIBUTES:

- Knowledge of current digital media formats/programs and emerging educational technologies
- 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 and lift files and boxes weighing up to 25 pounds.

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, Vice President 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.**