UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Distance Learning Programs

DIVISION: Academic Affairs (Alan Shawn Feinstein College of
                    Continuing Education)

REPORTS TO: Associate Dean, ASF CCE

GRADE: 12

SUPERVISES: Graduate assistant(s)

BASIC FUNCTION:

Responsible for the overall coordination of the distance-learning mission of the Alan Shawn Feinstein College of Continuing Education (ASF CCE), including, but not limited to: support for the adoption of distance learning technology in face-to-face and on-line classes; on-site training programs. Work with faculty on all campuses to develop, enhance, and market high quality on-line educational opportunities (e.g., clinical laboratory science, creative writing, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate distance learning across the University.

Train and advise faculty on all campuses in performing on-line instruction.

Responsible for training and supervising distance learning instructional support personnel.

Collaborate with staff at the University's Chafee Instructional Technology Center, as well as with other Information Technology staff/units (e.g., the Helpdesk, Network, and ITMS) in all distance learning efforts.

Implement conversion of course content for distance learning.

Develop, implement and monitor the use of new distance learning technology, including audio, video, and interactive/virtual learning environments.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, spreadsheet and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree from an accredited institution, preferably in an academic discipline in the humanities or social sciences; three years' experience in designing and/or administering college-level course management software; strong writing and editing skills; experience with desktop publishing, Web page design and maintenance, graphics, presentation, audio and video editing; ability to work with course content across many disciplines; ability to teach and consult on basic computer skills; ability to create and work with spreadsheets, databases, forms and reports; demonstrated interest in leading-edge software and technology; strong interpersonal and written and oral communication skills. Preferred: Experience in the development, marketing and management of training programs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABAILITIES.