

The University of Akron
Classification Specification

Job Title:	Sr Coord Distance Education Facilities	Job Code:	T43853
Job Function:	Staff	Grade:	219
Job Family:	Classified	FLSA:	Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04;7/11/00

Job Summary:

Coordinate video conferencing events located in distance education classrooms and video conferencing suite. Train and schedule full-time staff, graduate students, and part-time students who assist with distance education instruction. Schedule appropriate distance learning facilities and resources, on demand. Communicate distance learning facilities calendars with appropriate offices and constituents. Prepare/train users of the distance learning facilities. Provide in-class support to users of distance learning facilities.

Essential Functions:

40% Scheduling of distance learning facilities and communication with users, far sites, bridging services.

30% Consult with faculty and provide "on-site" support of faculty in the classroom.

10% Management of three graduate students.

10% Daily management of full-time staff Distance Education Coordinators.

10% Developing and documentation of facilities operation.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience with distance learning technologies while training employees in use of technology facilities and methods. Knowledge of PC and Macintosh hardware and software applications, distance learning techniques, theory and video production required. Excellent organizational and communication skills required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.