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.