

## Job Description

Title: Coordinator of Distance Learning  
CBA Position: KCSS  
Department: Media Services  
Reporting Manager:  
Direct Reports: Yes  
FLSA: Non-Exempt  
Expected Hours of Work: 40

Salary Band: B23  
Band Range: \$37,465-\$52,451  
FY14 Budget:  
Account Number:  
ICCB Class:  
KC Status (Class): Support Staff  
POSD:

### Job Summary:

Coordinate the scheduling and set up for interactive classes, videoconferencing, webcasts, and satellite programs for students, faculty, and staff.

**Supervisory Responsibilities:** Yes, assist in the coordination of part time and student workers.

### Minimum Qualifications/Basic Job Requirements:

- Associate's degree in desktop publishing, information technology or related field
- 3-5 years' experience providing A/V services

### Illustrative Examples of Essential Functions:

- Schedules and sets up interactive classes, webinars, videoconferencing and satellite programs; determines and tests equipment prior to use; determines potential telecourse offerings with instructors and deans.
- Set up A/V equipment for faculty and staff; ensure proper operation; troubleshoots equipment problems.
- Prepares and publishes digital information for campus; transfers audio and video from one format to another.
- Processes incoming and outgoing AV equipment; updates system records.
- Provide reception duties for Media Services by assisting students, faculty, and staff in greeting them at the front desk, answering phone calls, or receiving and responding to correspondence as necessary.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Possess applied or advanced knowledge of AV and media equipment and operations.
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Advanced understanding of Microsoft Office Productivity Suite
- Understanding of advanced computer operations and office equipment

- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement, however there may be some instance where the position would be required to move related computer or telephone equipment in excess of 30lbs.

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014