

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Educational Technology Coordinator	FLSA status:	Exempt
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DEPARTMENT:	eLearning	REPORTS TO:	Director of eLearning/Webmaster
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Position summary: Under indirect supervision, this position is responsible for increasing College and student success through effective use of technology. In addition, this position is responsible for the Learning Management System (LMS) and all technologies and training necessary to support Distance Education. This position reports directly to the Director of eLearning/Webmaster and assists with distance education and educational technology-related activities.

Position responsibilities:

- Train and support personnel in use of educational technology applications.
- Research new technologies related to distance education and provide staff training in use of relevant products and services.
- Assist faculty in the design and development of online courses and resources using educational technology applications.
- Assist in mentoring new distance education faculty.
- Research and facilitate adherence to intellectual property rights related to distance education.
- Coordinate interaction with users via social networks such as *Facebook* and *Twitter*.
- Train and support personnel in use of Learning Management System (LMS)
- Coordinate and provide support of LMS with host/vendor tech support services.
- Provide face-to-face, phone, and online LMS support for students, including nights and weekends if needed.
- Provide student orientation to the LMS, online and face-to-face as needed.
- Collaborate with Information Technology Services (ITS) as needed.
- Collaborate with Director to develop and implement long-range plans and strategies for distance education.
- Support other campus departments and area high schools in activities related to distance education.
- Assist with plans for improving student satisfaction, retention, and learning.
- Prepare and maintain documentation related to position and eLearning department as needed.
- Assist the Webmaster with development and maintenance of the Panola College website.
- Monitor website analytics reports; monitor page updates to ensure that they are posted correctly and in a timely manner.
- Collaborate with Webmaster to develop and implement long-range plans for website development and maintenance.
- Assist in grant activities as needed.
- Maintain confidentiality of student and instructor records/information and procedures.
- Perform other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in related discipline preferred.
- Experience managing course management systems.
- Experience with web authoring tools, content management systems, website development and maintenance.
- Competence in Microsoft Windows suite of applications.
- Experience in providing professional development/training.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to adapt to new technologies and to learn new systems.
- Ability to create and maintain web pages using HTML authoring tools.
- Ability to foster a cooperative work environment.
- Ability to translate technical terms for less-experienced technology users.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment, computer lab and/or ITV lab.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.