



THE UNIVERSITY of
MISSISSIPPI
POSITION DESCRIPTION

Coordinator of Distance Learning Facilities and Technology Services

Definition of Class

This position coordinates the classroom facilities, procurement of requisitions, operational tasks and staff involved with distance learning services. The incumbent will train and support faculty, staff and students on best practices in using distance learning technology for the University's main campus and regional campuses.

Examples of Work Performed

Coordinates the daily scheduling of student facilitators within distance learning on-campus and regional campus classrooms.

Investigates and works with staff to resolve technology issues in distance learning classrooms.

Performs surveys to obtain suggestions for improvement.

Recommends policies and procedures for use of interactive classrooms in accordance with IHL guidelines.

Conducts training of faculty, staff and students on technology and best practices.

Develops and updates training manuals for classroom technology and distance learning education.

Serves as a liaison between vendors and instructors when specialized support is requested.

Insures the availability of distance learning classrooms. Schedules meetings and conferences utilizing the interactive video network. insures availability of facilitators.

Trains faculty and staff on the use of interactive classrooms. Trains facilitators to assist faculty and students in interactive classrooms.

Maintains contact with other universities and educational institutions to insure compatibility of video conferencing systems.

Troubleshoots technical problems.

Serves as contact person between all sites for equipment and connection issues, updates, video conferencing technology updates, problem and/or questions.

Works with appropriate parties to troubleshoot or install new equipment, including Northeast Community College, UMC, and other institutions that are part of the University's video network.

Coordinates time sheets, leave time, and procurement requisitions and approvals.

Supervises support staff.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Coordinates classroom facilities, operational tasks and staff involved with distance learning services.
2. Trains faculty and staff on the use of interactive classrooms and online course tools.
3. Supervises and trains facilitators to operate interactive classrooms and assist students and faculty.
4. Oversees the maintenance and upgrading of all audio and video conferencing equipment.
5. Coordinates the technical service support and technology procurement requisitions and approvals.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right, while eyes are fixed on a given point.

Color Vision: Ability to identify colors.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; talk and hear; and use hands to finger, handle, or feel. Incumbent is periodically required to walk and reach with hands and arms. Incumbent is occasionally required to sit; climb or balance; taste or smell; and stoop, crouch, kneel, or bend.

Experience/Educational Requirements:

Education:

Bachelor's Degree in Computer Science, MIS, Journalism or related field from an accredited four-year college or university.

AND

Experience:

Two (2) years of experience related to the above described duties.

Substitution Statement:

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.