CENTRAL GEORGIA
cgtc
TECHNICAL COLLEGE

Position Announcement
April 2023

Position: Distance Education Coordinator

Position Status: Full Time

Application Deadline: Open Until Filled or May 31, 2024

Primary Work Location: Macon or Warner Robins Campus

Projected Work Schedule: 40 hours per week /12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held after review of the application packet; the position may close prior to May 31, 2024 based on a candidate selection.

Position Summary:
Under general supervision, provides support for the distance education department in the Academic Affairs unit. Responsible for the implementation, coordination and supervision of the college LMS and Distance Education Technologies. Also responsible for assisting course developers and faculty with course development and design. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel within the college's service area and other travel as needed. This position reports directly to the Dean for Distance Education.

Major responsibilities may include, but are not limited to the following:
- Provides technical assistance for the college LMS to faculty, staff, and students through the Distance Education Help Desk;
- Assists with creating new master and organization shells, recycle and archive courses, push content into Master and term courses;
- Provides training for instructors in the use and support of distance learning applications and software (i.e., LMS, helpdesk, and portal pages,).
- Provides workshops or webinars to faculty members on advanced features of the LMS such as adaptive release and reports.
- Learns and stays updated on LMS functions and software available to Distance Ed faculty;
- Monitors and ensures the college LMS is adequately supported and functioning properly;
- Maintains confidentiality and security of information and materials according to established policies and procedures;
- Works with subject matter experts (SME's) to design, develop, implement, evaluate, and improve distance education and blended course content.
- Establishes methods and procedures for transferring on-campus course materials/requirements into a distance education format.
- Collaborates with SME's to create supplemental multimedia content integration into distance education courses.
- Assists in maintaining all courses, instructors, and students within the college LMS.
- Instructs college best practices, TCSG guidelines, SACS regulations, and federal policies in

relation to Distance Education course design.

- Provides requested reports and data to support course reviews, instructor reviews, student appeals, and inquires;
- Develops and run scripts as required throughout the term;
- Guides faculty on the use of the college template to ensure consistency, reusability, and ease-of-use of courses;
- Works closely with faculty to assist with designing course content that takes advantage of the technology available for distance education;
- Works directly with the Instructional Design Specialist as a facilitator for maintaining quality of courses and content in the LMS;
- Assists in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines related to eCampus and Distance Education;
- Monitors the GVTC websites and listserve for important information and updates.
- Attends peer group conferences and webinars to remain up-to-date on both instructional techniques and technology.
- Monitors the Blackboard Community website for best practices, issues and solutions that relate to Blackboard.
- Investigates new distance education technologies to determine appropriateness for the needs of the college.
- Completes all assigned trainings in a timely manner;
- Other responsibilities as assigned.

Competencies:
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem-solving skills
- Ability to prioritize perform complex and varied duties
- Ability to work effectively with minimal supervision

Minimum Qualifications: *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned bachelor's degree* from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years of work-related experience
        *Note: Experience may substitute for the degree on a year-for-year basis

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Earned master's degree in an IT related or instructional-design related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented experience managing a distance education environment
- Documented work experience in postsecondary education

Projected Work Hours/Location:
This position will work 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45-3:30 pm on Friday.

Position will be assigned to either the Macon or Warner Robins campus. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. This position will work all 12 calendar months per year and at 40 hours per week.

Salary / Benefits:
Target annual gross salary range is mid $50s to low $60s. Actual salary to be determined by the candidate's highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:
Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.

2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.

3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts)*

4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process

5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records   Motor Vehicle Records

Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination polices is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.