Job Title: Distance Education Specialist  
Job Code: 10612

**JOB SUMMARY**

The Distance Education Specialist is responsible for the implementation, coordination and supervision of the college or System Office distance education technology.

**MAJOR DUTIES**

- Resolves conflicts associated with online learning;
- Facilitates the creation, organization, and implementation of professional staff development programs/activities related to distance education technology, educational technology, instructional computing and learning resources;
- Provides technical assistance to instructional staff and others involved with program specific technology;
- Conducts needs assessments designed to identify strengths, weaknesses, opportunities, and threats relative to service excellence;
- Develops and implements evaluations systems to ensure continuous quality improvement;
- Analyzes data, formulates assigned strategic and operational plans, and establishes priorities for implementation;
- Coordinates the establishment of goals, objectives, and priorities for distance education, technology, educational technology, instructional computing, and learning resources;
- Establishes and supervises processes and expectations for environments;
- Establishes and supervises processes and expectations for faculty who teach in videoconferencing environments;
- Inventories, orders, and maintains the college’s audio/visual equipment to include projects, TV monitors, and audio systems.

**COMPETENCIES**

- Knowledge of internet and networking technologies
- Knowledge of multi-media technologies
- Skill in the operation of computers and job related software programs
- Leadership skills
- Skill in interpersonal relations and in dealing with the public
- Team building skills
- Strategic planning and goal setting skills
- Oral and written communication skills

**MINIMUM QUALIFICATIONS**
Associate’s degree in a related field *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.