

COORDINATOR OF DISTANCE EDUCATION

Rev. July 14, 2003

Position incumbent: Ms. Heidi Trotta

Preparer: Dr. John M. Cohn

Position reports to: Dr. John M. Cohn

Position objectives: In furtherance of a **Distance Education and Technology Support Center** in the LRC, this position will:

- Work with LRC management to integrate the coordination of distance education and technology support services into the LRC;
- Coordinate distance education student testing needs through a dedicated lab in the LRC;
- Coordinate efforts to provide direct technology assistance to distance education and other CCM students.

Responsibilities:

1. Responsible for ongoing development of the distance education web page and the distance education center page for the CCM tabloid.
2. Oversee the establishment and maintenance of a distance education and technology support laboratory in the LRC.
3. Work with the LRC's Laboratory Assistant and others, as necessary, to provide technical support for the lab.
4. Coordinate with faculty on the testing of distance education students required to use the lab.
5. Provide "help desk" services to CCM students through the lab.
6. Conduct in-person orientations for distance education students.
7. Oversee the process of printing and distributing mailings, syllabi, surveys, and other materials to students in distance learning courses.
8. Work with appropriate personnel on scheduling, registration, grade processing, SOR, and other issues related to distance education.
9. Work with faculty, administrators, librarians, and others on course development and information services related to distance education and technology support.
10. Participate with Media Center staff, as needed, on productions and tapings.
11. Prepare and work with others in preparing informational materials for distance education.
12. Attend meetings of CCM committees/task forces, as well as meetings of external organizations, such as cable consortia, CODE, the NJVCCC, and NJEDge.net, related to distance education.
13. Carry out other duties, as assigned, in furtherance of the objectives of this position.

