

**MT. SAN ANTONIO COLLEGE  
JOB DESCRIPTION**

Job Title:	Coordinator, Online Learning Support Center	Range:	A-102 124
Division:	Learning Resources		
Date Revised:	EMT 7/23/02	Date Approved:	BOT 8/28/02

**PRIMARY PURPOSE**

The Coordinator, Online Learning Support Center works with faculty and staff to identify, coordinate, and implement the appropriate technologies in teaching and learning.

**NATURE AND SCOPE**

The Coordinator, Online Learning Support Center, develops programs, coordinates technology required for the online environment, and supports activities of the center. Is responsible for facilitating technology training and development for teaching and learning.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates the programming, design, development, and implementation of instructional software; works with faculty to maintain and improve the instructional effectiveness of support programs.
2.	Administers servers and software required to support the online learning Internet service, which includes web sites, email, discussion boards, etc.
3.	Designs, codes, tests, and debugs computer software; monitors and maintains operational readiness of computer hardware.
4.	Coordinates and supervises laboratory activities; conducts conference and workshops on using instructional software and support services.
5.	Evaluates systems requirements and conducts feasibility studies; evaluates and purchases equipment and software as needed.
6.	Maintains current knowledge of software and hardware used to support teaching and learning; determines alternative solutions as necessary.
7.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
8.	Performs routine clerical and administrative tasks as necessary.
9.	Performs related duties as required.

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## **WORKING RELATIONSHIPS**

The Coordinator, Online Learning Support Center maintains frequent contact with faculty and staff and works closely with Staff & Organizational Learning and Information & Educational Technology to identify, evaluate and implement new technologies for teaching and learning.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of organization, operations, policies and objectives.  
Knowledge of principles, practices and techniques of current academic applications development.  
Knowledge of computer hardware systems, software applications and languages utilized in academic computing; programming skills, debugging, logic and coding.  
Knowledge of modern office practices, procedures and equipment.  
Knowledge of budgets and revue control; inventory management.  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.  
Ability to train and teach computer users and other technicians.  
Ability to operate a variety of office equipment.  
Ability to interpret, apply and explain rules, regulations, policies and procedures.  
Ability to compile, organize, and analyze statistical data.  
Ability to plan, organize and prioritize work.  
Ability to meet schedules and time lines.  
Ability to work independently with little direction.  
Ability to understand and follow oral and written directions.  
Ability to communicate effectively, both orally and in writing.  
Ability to understand scope of authority in making independent decisions.  
Ability to review situations accurately and determine appropriate action according to established guidelines.  
Ability to establish and maintain effective working relationships with others.

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## **EDUCATION AND EXPERIENCE**

Associate degree in Computer Science or related field; Bachelor's Degree preferred.  
California Teaching Credential or previous teaching experience preferred.  
3-5 years directly related experience.

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## **WORKING CONDITIONS**

College office environment; may require standing for long periods while training and teaching. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Ability to lift 50 pounds.

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