

Updated 2/14/13

TITLE

Distance Education Coordinator

JOB SUMMARY

Through collaboration with academic and administrative units, this position provides support for the effective delivery of electronic instruction. The Distance Education Coordinator works with faculty and staff to promote electronic instruction, to develop online and hybrid courses, and to provide instructional design services for faculty. The successful applicant will have demonstrated leadership skills in these areas.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Center for the Advancement of Teaching

PRIMARY DUTIES - May include, but not limited to the following:

- Partners with academic and administrative units on campus to define and provide adequate support for efficient operation of e-learning efforts on campus.
- Ensures compliance of e-learning activities with applicable University policies and local, state, and federal requirements.
- Acts as a contact point for faculty involved in e-learning activities.
- Implements faculty development activities related to e-learning.
- Assists in instructional design.
- Seeks out funding sources for new e-learning efforts.

ADDITIONAL DUTIES

- Serves on relevant University committees.
- Engages in planning and assessment for e-learning, including: market analysis, goal setting, action items, implementation, evaluation and progress tracking in accordance with the Mission of the University.
- Coordinates research and reports on issues pertaining to e-learning.
- Attends appropriate conference and seminars to maintain an up-to-date knowledge of instructional techniques and technology.
- Presents on topics related to distance learning, technology and the University at local, state and national conferences.
- Performs other duties as requested.

EDUCATION

Ph.D. preferred, in an academic field, Information Technology, Instructional Design, Distance Education or related field. Master's degree required.

EXPERIENCE

Three to five years of online teaching experience or experience working in a distance learning program. Academic administrative experience in institution of higher education a plus.

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KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to establish and maintain effective work relationships with faculty, staff, and the administration.
- Ability to communicate effectively, orally, by phone, in person, and in writing.
- Understanding of the pedagogies associated with effective use of learning technologies.
- Knowledge of and exhibited proficiency in the use of instructional technologies.
- Ability to work under tight deadlines.
- Ability to comprehensively analyze and interpret policies, procedures, and regulations.

Xavier University of Louisiana, founded by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, is a Catholic and historically Black university located in the heart of New Orleans.

Review of applications for this position will begin immediately and continue until the position is filled. To apply, log in to our online system at: <https://jobs.xula.edu>. Attach a letter of interest, curriculum vitae, and the names and email addresses of three references. The letter of interest should be addressed to: Elizabeth Yost Hammer, Ph.D., Director, Center for the Advancement of Teaching. EOE