**PANOLA COLLEGE**  
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>eLearning Coordinator</th>
<th>FLSA status: Exempt</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>eLearning</td>
<td>REPORTS TO: Dean of eLearning</td>
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**Position summary:** Under indirect supervision, assists in assuring that distance learning courses meet the same vigorous standards that on-campus courses meet and that these courses are equivalent to their on-campus offerings. This position reports directly to the Dean of eLearning, assisting him/her with all planning, organizing, staff and development of Panola College’s eLearning programs in the service area.

**Position responsibilities:**

- Provides oversight in creating, conducting, and interpreting eLearning evaluations of courses and services; recommends and assists in implementing plans of action for improvement.
- Helps assure that the planning, development and implementation of eLearning courses are in accordance with distance learning policy.
- Helps research, monitor and enforce adherence to intellectual property standards, best practices guidelines.
- Monitors program demand, student satisfaction, student retention and student learning.
- Gathers and reports data that compares online learning with face-to-face learning; recommends and assists in implementing plans of action for improvement.
- Works with WebCT Administrator/Instructional Support to assure the best technical resources are available to faculty and students.
- Mentors new DL faculty.
- Assists in identifying DL issues, needs, and concerns in timely manner; recommends and assists in implementing plans of action for improvement.
- Coordinates DL scheduling.
- Acts as VCT Coordinator; advises VCT students.
- Acts as liaison to other campus departments, staff, committees, community, public schools, other colleges, universities, etc.
- Assists with coordination and implementation of initiatives generated by the Office of Distance Education.
- Works with secretary to coordinate ITV facilitators for Panola College.
- Assists in all grant activities.
- Represents Dean of eLearning when necessary.
- Oversees DL testing services.
- Supervises WebCT Administrator/Instructional Support under direction of Dean of eLearning.
- Performs all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in distance education.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.