



## **POSITION DESCRIPTION**

### **Instructional Learning Coordinator**

**DEPARTMENT:** Academic Services

**REPORTS TO:** Vice President for Academic Services/Academic Dean

**FUNCTION:** The Instructional Learning Coordinator is a 12-month position that reports to the Vice President for Academic Services. The Instructional Learning Coordinator is part of the leadership team for academic services and provides support to the Vice President of Academic Services in the operation of instructional technology. The position will assist and support the delivery of Clinton Colleges Brightspace Learning Management System for student enrolled in Clinton Global and for students enrolled in traditional courses through Brightspace.

The Instructional Learning Coordinator will provide training for faculty in the area of online teaching, developing and administering distance learning student services. The position will collaborate with the Vice President of Academic Services to help develop faculty and student support services. The successful candidate will be a team-oriented professional who is willing to learn and participate in a collaborative setting under the direction of the Vice President of Academic Services and the Dean of Online Learning and Continuing Education and other administrators.

#### **MAJOR DUTIES/RESPONSIBILITIES:**

- Assists the Director in executing strategies and plans for online learning and continuing education programs that promote the overall university's strategic initiatives.
- Handles all online students' inquiries regarding classes.
- Collaborates with the Division Chairs and other administrators regarding methods, technology, and administrative services.
- Assists the Vice President Academic Services in anticipating, mitigating, and escalating instructional academic issues as they develop.
- Collects, organize, and tracks all documentation associated with the assessment of online instruction.
- Assists with the management of service providers to ensure agreements are maintained.
- Works extensively with the Dean of Online Learning and Continuing Education and Associate Vice President of Enrollment Management, to increase student online enrollment growth along with retention strategies and other initiatives that align with Clinton Colleges strategic direction.
- Provide other services as needed/directed from the Vice President of Academic Services

**MINIMUM EDUCATION AND EXPERIENCE:**

- Doctoral degree in adult education, distance education or related technology field is preferred.
- Master's Degree in adult education, distance education or related technology field is required.
- Minimum of three to five years' experience working and supporting with distance learning program.

**MINIMUM QUALIFICATIONS/SKILLS:**

- Experience working with Learning Management Systems, particularly Canvas or Brightspace preferred.
- Strong interpersonal and communication skills.
- Strong presentation skills.
- Advanced proficiency with MS Word, Excel, & PowerPoint.

**Salary Range: \$60,000-\$65,000**

To apply, please submit resume to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu)