



## **Distance Learning Coordinator**

The Distance Learning Coordinator will be responsible for the development of an online portal for access and management of existing and new online learning courses. Ensures students are able to navigate online learning resources and engages and motivates students' attendance to meet program goals and objectives.

Responsibilities include:

### **Course Development**

- Develops an online portal using the LMS Canvas for access and management of existing and new online learning courses that meet program goals and objectives
- Digitizes program curriculums for platform access
- Develops and revises distance learning program plans and resources including equipment replacement, quality assurance and course offerings in alignment with project goals
- Evaluates distance learning technology in relation to program's educational goals and adjusts them as needed

### **Student Recruitment & Retention**

- Monitors student attendance, motivates student continuous engagement, and ensures students are able to navigate online learning resources, activities, and lessons toward certificate attainment
- Maintains steady student attendance rates through ongoing tracking combined with student follow-up/intervention, as needed
- Supports the development of communication strategies to target recruitment efforts of non-traditional student populations

### **Collaboration**

- Works closely with department staff to develop optimal remote learning conditions
- Trains program staff on the use of distance learning applications, such as course management software and learning management systems, and supports their development and delivery of effective online instruction

### **Reporting**

- Submits weekly and monthly reports including student attendance, challenges and successes, and progress/gains
- Supervises Distance Learning support staff

*Note: This is a temporary, grant-funded position ending on or before 9/30/2022 with the possibility of renewal.*

## EDUCATION and EXPERIENCE/QUALIFICATIONS

### Required:

- Bachelor's degree with 5 years related experience required
- Knowledge of adult learners' cognitive development and learning style
- Knowledge of standardized testing and assessment tools
- Strong educational technology skills
- Ability to analyze qualitative and quantitative student data
- Ability and willingness to reflect and improve practices
- Strong written and verbal communication; ability to collaborate with colleagues, students, and the community at large

### Preferred:

- Master's degree in Instructional Design, Distance Education or related field and three years' experience
- Organizational planning, communication and interpersonal skills
- Knowledge of adult learning theories and skills in the area of integrated software systems and Microsoft Applications
- At least two years' work experience to include instructional design, curriculum development, web content and/or post-secondary teaching
- Skilled in establishing and maintaining effective working relationships with students, staff and the public
- Possess the required knowledge, skills, abilities and experience to effectively explain, demonstrate, facilitate and model the essential functions of the job to ensure quality customer service
- Possess the ability to think "outside the box", lead, manage change in a positive and inclusive manner, and work effectively with ethnic, cultural and diverse student populations

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Distance Learning Coordinator** in the subject line of your email.