

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2009

DIRECTOR OF E-ADMINISTRATION AND SUPPORT SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 22 – P

JOB FAMILY: MANAGERIAL/SUPERVISORY- ACADEMIC

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Director of E-Administration and Support Services supports the Executive Dean of the Virtual College in providing day-to-day administrative, operational and instructional leadership. Areas of responsibility include course schedule planning, textbook adoptions, faculty hiring, administrative and operational support, new course shell review and enhancement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide leadership in the planning, scheduling and efficiency of online course delivery.

Provide supervision for textbook adoption and fulfillment.

Provide administrative leadership and support for faculty.

Maintain new course delivery and maintenance data supporting new course delivery status, analysis, evaluation and resolution.

Serve as a course shell review specialist along with the Executive Dean to support Office of Learning Services instructional design services.

Manage course content uploads, updates, revisions and corrections.

Work with the Director of E-Quality to identify opportunities for faculty training podcasts, news briefs and networking tools.

Serve as an E-learning representative on Collegewide committees. Participate in developing and implementing College initiatives. Communicate program goals to College and community constituents.

Conduct performance evaluations on appropriate staff.

Serve as a key team member of Virtual College.

Cooperate with other College staff in strategic planning.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the Executive Dean of Virtual College.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from an accredited institution with a concentration related to the assigned instructional areas supplemented by five (5) years distance learning administrative and staff supervision.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 6/09