

**Faculty Coordinator of Instructional Technology and Distance
Education**
100% TFET (Non-Instructional) Position

Position Description:

Under the general direction of the Dean of Technology & Learning Resources, this position is responsible for providing leadership and guidance in a variety of aspects related to maintaining and developing the Online Instruction Program at Modesto Junior College and coordinating the operation of the Instructional Resource Center. Assist the Virtual Classroom Committee and the Dean in planning, maintaining and developing the Online Instruction Program at Modesto Junior College.

- Provide assistance and instruction to faculty in online teaching methods and related course management software systems.
- Assist in the staffing and operation of the Online Help Desk.
- Assist with the planning, implementation, and maintenance of the college website.
- Work closely with the Central Services Information Technology team to resolve instructional issues related to technology and software
- Plan, coordinate and assist in the offering of technology-related staff development activities, making sure that all activities planned are consistent with Academic Senate policies.
- Serve on the following committees, coordinating the above three activities as appropriate with respective committees:
 - Virtual Classroom Committee
 - Instructional Technology Committee
- Serve as the Ambassador Program Representative for MJC
- Serve as the liaison between MJC and Columbia College on issues related to online learning.

Typical Tasks Associated with this Position:

- Using the guidance of the Dean of Technology & Learning Resources and appropriate committees, assist in the preparation of the online Instruction and IRC Educational Master Plans and Program Reviews.
- Assist in the budget development and monitoring.
- Teach/tutor faculty/staff on software use (Office Suite, Outlook, PowerPoint, Blackboard, Gradequick, Datatel, scanning software, etc.)
- Conduct regular orientation and academy training sessions for the effective use of online pedagogy and course management systems.
- Maintain the College-wide Intranet/Internet web pages associated with staff development and training related to technology/online instruction.
- Coordinate the provision of appropriate services through the Online Help Desk, assisting in staffing the Help Desk as needed.
- Attend meetings of the Senate Executive Committee and the Professional Development Committee as requested.