

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Distance Learning Assistant	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a wide variety of specialized administrative duties to support the Distance Learning program and coordinating office functions to assure efficient operations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs specialized administrative duties independently in support of the Distance Learning program within established rules and regulations; organizes and manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone, in person and in writing; answers questions and resolves problems requiring judgement, knowledge and explanation of policies.
2.	Assists with coordination of distance learning activities; reviews course materials and syllabi for accuracy and consistency; reviews documents related to distance learning to assure adherence and conformity to applicable regulations and procedures.
3.	Provides information regarding online and television course offerings; responds to problems related to distance learning courses as needed; communicates with students and faculty regarding distance learning program activities; assists with setup and checkout of equipment for faculty and staff.
4.	Develops, maintains and edits web site pages utilizing assigned software development program following required specifications; proofreads and edits page content including page design layout; participates in the development of ideas, methods and techniques of marketing the Distance Learning programs and services.
5.	Monitors department expenditures and budgets and resolves discrepancies as needed; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; responds to inquiries regarding financial issues; orders supplies and prepares purchase requisitions; tracks orders to assure delivery and payment; collects monies, calculates and submits time sheets.
6.	Types and may compose and edit correspondence, memos, letters, agendas and reports; revises schedules, forms, reports, records, and other information; prepares statistical information for use in reports; schedules appointments and meetings; attends meetings and transcribes and distributes minutes; initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
7.	Trains and provides work direction and guidance to others as directed.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Performs related duties as assigned.

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OTHER FUNCTIONS

May assist the Distance Education Specialist with duplication of various media formats.

WORKING RELATIONSHIPS

The Distance Learning Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum two (2) years of increasingly responsible administrative experience; may be supplemented by applicable college courses.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modes of distance learning delivery including instructional television, online, and video conferencing

Knowledge of web site design and page layout

Knowledge of District organization, operations, policies and objectives

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of basic bookkeeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to develop, implement and manage a web site

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to type at 50 wpm from clear copy

Ability to operate a variety of office equipment

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

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WORKING CONDITIONS

College office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
