**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.
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
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.