



Job Posting

Distance Education Specialist

Date Posted: 9/7/2023

End Date: Until Filled

Salary: from \$30,000 depending on experience

Cisco College is accepting applications for a Distance Education Specialist. This position can be located at either the Cisco or Abilene campus. Some duties may be performed remotely. Applications will be accepted until the position is filled.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve-month employees also receive both sick and vacation leave on a month-to-month basis.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the “Employment” Page of our website at www.cisco.edu, resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Thank you! Resume Packages will be accepted via mail, or email (e-mail is preferred) and should be submitted to:

Laurie Kincannon

Director of Human Resources
Cisco College 101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer

Cisco College

Distance Education Specialist Job Description

Role: The Distance Education Specialist helps ensure digital instructional resources are used effectively to promote quality teaching and learning. A commitment to the role of the community college, as described in the College Mission, is essential.

Team: The Distance Education Specialist partners with students, faculty, and staff at our physical campuses and online. This position reports to the Director of Distance Education.

Responsibilities:

- Operates as the primary administrator and trainer for the College's course evaluation platform, including disseminating semester course evaluations.
- Supports enrollments on the course-sharing platform, Acadeum.
- Assists with administrator duties and Tier 1 and 2 technical support of instructional technology (i.e., Canvas, Zoom, VidGrid, ReadSpeaker, Upswing).
- Assists with facilitating self-paced online courses, creating documentation, and/or hosting online and in-person sessions.
- Guides faculty with using College-approved instructional technology, including the Media Creation Center.
- Collaborates with faculty, deans, and Academic Support (i.e., Tutoring, Counseling, Library) to create educational multimedia and organize it on the College's LMS and website.
- Assists faculty with developing interactive and visually appealing digital content and assessments that align with college, state, federal requirements and policies.
- Engages professional development to stay informed about trends in digital teaching and learning.

Essential Qualifications and Experience:

- Bachelor's degree
- Dynamic written and verbal communication skills
- Excellent computer application skills and a high comfort level with technology
- Capacity to work both independently and collaboratively
- Ability to organize, prioritize, and complete simultaneous projects

Bonus Points:

Any combination of the experience in the following areas will make applicants stand out:

- Learning Management System admin duties, preferably Canvas
- Creating and editing multimedia
- Video conferencing tools, preferably Zoom
- Training or teaching in a one-on-one or group setting
- Instructional design, adult learning, or education technology
- Basic HTML and graphic design