Educational Coordinator

Definition of Class
This is a professional and administrative position in which the incumbent assists in the development and administration of educational programs using distance-learning technologies to provide public service programs and continuing education opportunities for the state and region.

Examples of Work Performed
Coordinates the design and production of educational satellite telecast classroom resource materials and project evaluations.

Maintains interface with the network of schools and organizations receiving telecasts; promotes the Center’s educational programs.

Prepares status reports and tabulates results of project evaluations.

Ensures the receptivity of the audience by responding to their needs and concerns with program adjustments and solutions to perceived or real problems.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates courses and programs delivered via distance learning technologies.
2. Interacts with educational institutions and organizations receiving telecasts.
3. Prepares status reports and project evaluations.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: There are no physical demands in this position.

  Vision: Requirements of this job include close vision.

  Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use
hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Education or a related field.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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