Job posting preview

Requisition ID: 21481BR
ASU Job Title: Course Coordinator
Job Title: Online Course Coordinator
Campus/Location: Campus: Tempe
Job Family: Extended Education
Department Name: WPC Technology Services
Full-Time/Part-Time: Full-Time
VP Code: EXEC VPPROVOST
Scope of Search: Open
Grant Funded Position: This is not a grant funded position and is not contingent on future grant funding.
Category: 02
Salary Range: $39,600 to commensurate with education and experience
Close Date: 12-April-2016

Job Description

The Online Technology Services unit in the W. P. Carey School of Business is looking for an online course coordinator to provide academic and technical resources along with administrative aspects to support the achievement of established course quality and expectations of our undergraduate online courses. This position involves grading assignments with established rubrics and instructor guidelines. This coordinator is a problem solver who responds promptly to and troubleshoots online course issues ensuring timely and applicable resolutions that meet the students’ and faculty’s needs.

Essential Duties

- Perform grading and communication tasks as assigned by the instructor.
- Identify problems and/or concerns associated with online exams and student issues, communicate issues/problems to the instructor and the appropriate academic or technical resource/area for a timely and satisfactory resolution.
- Coordinate and maintain entry of all off-line student grades and feedback within established time constraints.
- Assist faculty with course administration by ensuring assignments are received, graded and recorded in accordance with established guidelines and standards.
- As assigned by the instructor, coordinate the activities of course assistants in the completion of assigned tasks to ensure issues, concerns, questions, and/or problems with course content access and availability are met according to enrollment demands.
- Analyze grading issues with instructor and appropriate personnel.
- Grade student discussion board posts for content (using rubrics) and/or participation.
- Assist course instructor to ensure all student inquiries are addressed timely, appropriately, and thoroughly.
- Work closely and collaboratively with W. P. Carey Instructional Designers on any and all course and content delivery issues.
- Perform all other job-related activities, assignments, and duties as requested to ensure optimum experience by course facilitator(s) and students.

DAYS AND SCHEDULE: Monday-Friday; variable hours as appropriate to support courses.

Minimum Qualifications

Bachelor’s degree in a related field with 4 years experience in an alternative educational environment OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications

Experience with:

- Undergraduate level course content and/or delivery;
- Classroom and curriculum management;
- Grading Business undergraduate level exercises and assignments;
- Grading using rubrics;
- Supporting faculty and students in a higher education environment;
- Working independently under time constraints;
- Handling confidential information;
- Blackboard or other LMS.

Evidence of effective verbal and written communication skills including: interpersonal skills, proficiency in grammar, effective listening skills, prioritization and organizational skills, and attention to detail.

Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); required to stand for varying lengths of time and walk moderate distances to perform work (10%)
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (15%)
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals. Receives managerial review of completed tasks for achievement of established objectives.

Department Statement

Business is Personal - Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world applications blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.
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<tr>
<th>Employment Verification Statement</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position.</td>
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