



Position Title: CONTINUING EDUCATION ONLINE
LEARNING COORDINATOR

Department: Continuing Education

Reports To: Director of Continuing Education

**Classification/
FLSA Status:** Level II (Full-Time/Non-Exempt)

Primary Function: The online learning coordinator for the department of continuing education is responsible for managing all aspects of the online continuing education offerings and overall support in departmental needs.

Key Responsibilities:

1. To be available annually for Lyceum and weekends of on-campus sponsored seminars at the discretion of the director of continuing education. This includes participating and assisting in all aspects of the event as needed by the department.
2. To maintain the current learning management system where the department hosts all online courses.
3. To recruit instructors and develop, produce (which includes but is not limited to video editing, content quality control and in-person recording responsibilities) and distribute their online continuing education content.
4. To create marketing pieces for online courses in line with the Sherman College brand in effort to increase sales of all courses with the use of social media, ads, and targeted marketing lists.
5. To create concepts, storyboards, shot lists, record, edit, and produce Lyceum video ads as needed by the department.

6. To provide excellent customer service and technology support to online continuing education students.
7. To prepare and submit accurate state continuing education applications on a timely basis and to record and summarize approval responses for each online program.
8. To maintain up-to-date online continuing education offerings on the Sherman College website.
9. To create and mail completed continuing education verification letters to continuing education students.
10. To compile a yearly online continuing education report, paying special attention to the number of customers completing each program generated revenue, and marketing expenses.
11. To prepare and submit monthly sales reports to each course instructor as well as processing their commissions by the 10th of each month through the Sherman College Business Office.
12. The submission of purchase requisitions to vendors and chiropractic state boards.
13. To assist and create if applicable promotional items for online courses in collaboration with the Marketing & Communications Department.
14. To review course surveys in addition to staying current on methods of online student engagement when it comes to course creation and marketing.
15. To assist with the training and supervising of college work-study students to assist with departmental activities
16. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students.
17. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.
18. To support the achievement of all departmental objectives and assume any such duties as assigned by the director of continuing education.

Basic Knowledge and Skills:

1. One to three years of previous work experience
2. Knowledge and experience in office management practices and procedures
3. Excellent verbal and written communication skills

4. Excellent organizational, interpersonal and supervisory skills
5. Ability to perform multiple tasks and be detail focused while maintaining a pleasant work environment
6. Ability to follow instructions, as well as take initiative and work independently
7. Computer: MS Office software – Excel, Word, Publisher, PowerPoint, Outlook, and Video Editing Software and the ability to learn and utilize specialized software as required for departmental efficiency

Preferred Knowledge and Skills:

Knowledge in Litmos learning management system

Experience with Canva Design Studio

Experience with Filmora Wondershare Video Editing Software

Experience with social media marketing and advertising

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Employee may also be required to carry, lift and/or pull 25 lb. minimum.

Mental stress: Multi-tasking and work hour demands of annual Lyceum programs.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: