

Distance Education Specialist  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=237126>

Downloaded On: Jun. 29, 2024 4:49pm

Posted Jun. 6, 2024, set to expire Jul. 5, 2024

<b>Job Title</b>	Distance Education Specialist
<b>Department</b>	
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Jun. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Information Technology
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5305673">https://apptrkr.com/5305673</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Distance Education Specialist**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

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Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for a Distance Education Specialist. The Distance Education Specialist plays an important role in the success of online students and teaching faculty at TMCC. We seek a dynamic, technology-savvy, customer-service oriented, self-motivated individual with a go-getter attitude! This position works partially from the Web College Department and partially from the Testing Center. This position may include evening and Saturday hours.

**Minimum Qualifications:**

1. Bachelor's degree from an accredited college or university and one (1) year of related experience

**OR** Associate's degree and three (3) years of related experience.

2. Effective writing and interpersonal skills.
3. Proficient in MS Office.
4. Familiarity with Canvas or LMS experience.
5. Experience with budget oversight/management
6. Strong organizational skills.
7. Strong customer service skills.
8. Ability to work independently or with a team.
9. Attention to detail.

**Preferred Qualifications:**

1. Prior experience with student support and training with online learning.
2. Prior experience with faculty support and training with online teaching.
3. Knowledge of multimedia technologies.
4. Ability to research relevant technologies and aptitude to quickly learn and teach others about how to use new tools.
5. Ability to communicate effectively with technical and non-technical audiences in a culturally diverse setting.
6. Experience with Workday.
7. Supervisory experience.
8. Office management.

**Primary Responsibilities:**

**Web College:**

- Webpage: Assist with accuracy of the Web College web page.
- Canvas Support: Assist with basic Canvas support for students and faculty.

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- Canvas Testing LTIs: Assist with troubleshooting and maintaining testing LTIs in Canvas.
- Faculty training: Assist in the development and facilitation of faculty professional development related to learning technology tools.
- Faculty Resources: Assist in the development and maintenance of a Canvas faculty toolbox. Source and maintain a clearinghouse of resources, i.e., journals, books, and videos.
- Student Resources: Maintain Web College's online student orientation and student resources courses in Canvas in collaboration with Web College staff and campus partners.
- Identify Technology Needs: Assist Web College staff to identify and analyze the college's teaching and learning technology needs.
- Flexibility: Assist, coordinate, develop, or lead special projects, tasks, and duties.
- Office Management: Manage office supplies, equipment, and part-time faculty work spaces.
- Administrative Support: Handle general administrative tasks such as answering the front-desk phone, emails, scanning and copying, filing, meeting support, travel arrangements, handling incoming and outgoing mail and deliveries, and performing other clerical duties as needed to support the efficient operation of Web College.
- Budget oversight: Manage Web College budgets and reconcile all budget accounts.
- Supervision: Supervise student workers.

**Testing Center:**

- Test Scheduling: create testing scheduling, prepare testing materials, review testing requests from faculty, ensure adequate number of appointments are available to meet student testing demand.
- Check-In Process: Greet and assist students as they arrive at the TMCC Welcome Center, ensuring a smooth and welcoming check-in process.
- Testing Environment: Maintain a clean, quiet, and conducive atmosphere for testing, promoting an environment conducive to concentration and focus.
- Test Materials: Facilitate the distribution and collection of test materials, working closely with faculty to obtain and return them promptly.
- Active Proctoring: Actively monitor individuals taking proctored exams to ensure compliance with testing regulations and maintain test security.
- Accommodations: Collaborate with students who require special accommodations, such as extended time, enlarged text, or specific testing software, to ensure a fair and accessible testing experience.
- Confidentiality and Security: Prioritize and maintain the confidentiality and security of all testing materials and examinee information, adhering to national testing standards.
- Administrative Support: Handle administrative tasks including answering phones and emails,

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scanning and copying, filing, maintaining a testing schedule, and performing other clerical duties as needed to support the efficient operation of the Testing Center.

- Customer Service: Provide exceptional customer service by assisting examinees, faculty, and staff promptly, professionally, and courteously.
- Flexibility: Demonstrate flexibility with work hours with adaptable availability during midterms and finals. This position requires evening and Saturday hours.

### Salary and Benefits Information:

**Salary:** \$44,262 - \$55,328 initial salary placement will be dependent on education level and years of experience.

### Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

### Exempt

Yes

### Full-Time Equivalent

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**Required Attachment(s)**

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**In order to be given full consideration all of the following must be attached to your application.**

**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for Three Supervisory References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**Posting Close Date**

07/3/2024

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Distance-Education-Specialist\\_R0142923](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Distance-Education-Specialist_R0142923)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

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### Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

N/A

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