



POSITION ANNOUNCEMENT

Position: Remote Learning Specialist (The grant has a remaining term of 2 years)

Job Description: Southwest Mississippi Community College has an opening for a Remote Learning Specialist for the PBI Grant. The position will assist and support the delivery of SMCC's online and continuing education efforts by providing training for faculty in the area of online teaching and developing and administering distance learning student services. The position will also collaborate with the appropriate College departments and resources to help develop faculty and student support services. This position reports to the Title III PBI Grant Administrator.

Duties and Responsibilities: Include but are not limited to:

- Organize and implement professional development for faculty in online strategies, including supporting technologies.
- Evaluate syllabi produced by faculty participating in professional development in online learning and infusing new strategies.
- Work with Faculty Designers in redesigning 3 gateway course for online delivery.
- Participate in conferences and webinars focusing on best practices in online learning.

Rate of Pay: Based on education & experience

Hours: Monday – Thursday 8:00-4:30; Friday 8:00-4:00 with a 30-minute lunch

Qualifications & Experience:

Required: Master's degree in Education, curriculum design emphasis preferred, at least three (3) years of experience directing an academic program, and at least three (3) years' experience in teaching remote learning classes and expertise in active learning strategies.

Preferred: Master's Degree, five (5) years' experience directing an academic program, and at least or five (5) years in teaching remote learning classes and expertise in active learning strategies.

Contact: Send cover letter, application <https://www.smcc.edu/media/Staff-Application.pdf>, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu.

Application Deadline: **January 24, 2025** Failure to include requested application information will preclude applicant from consideration of position.

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.