

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Manager, Distance Education  
Code: 8139  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Information Technology/Distance Learning and Academic Technology  
Reports To: Assistant Director Academic Technology and Distance Learning

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## *Summary*

- Function: To plan, develop, and direct operational activities and programs for Distance Learning and Academic Technology.
- Scope: Responsible for the design, program development, installation and maintenance of Academic Technology and Curriculum.

## *Duties*

- Typical:
  1. Coordinates the planning, scheduling, installation, and implementation of a wide variety of Distance Education and Academic Technology programs; facilitates classroom technologies to include developing and promoting awareness, confidence, and comfort with the technological environment.
  2. Manages support for faculty teaching technology-based courses and the communication processes between faculty, students and staff; and maintains interactive telecommunication equipment.
  3. Assists and evaluates in the development of appropriate technology infrastructure and facilities; and the formulation of Distance Learning and Academic Technology policies and procedures.
  4. Prepares budget estimates for submission to the Director
  5. Supervises and trains staff.
  6. Performs other duties as assigned.
- Periodic:
  1. Work on special projects as assigned.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Education, Business, Communication Technology or related field.	Master's degree in Education, Business, Communication Technology or related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of professional experience in Distance Learning or Video Network Systems to include two years of supervisory experience.	More than seven years of professional experience in Distance Learning or Video Network Systems to include two years of supervisory experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Use of personal computer, standard office and various multimedia related equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office and studio environment.	May require extended hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	General supervision of support staff.

***Accuracy***

Proficiency in all phases of duties performed.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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