Coordinator, Course Production & Development

Job Code 00001559

General Description
Responsible for coordinating the production of correspondence course study guides and assisting the director in the development of correspondence courses.

Examples of Duties
Assist director in development and execution of department curriculum plan.
Revise and implement course production policies and procedures.
Develop general departmental instructions for all examinations.
Develop procedures to track course production expenses.
Supervise and train student copy-editors on proper manuscript procedures.
Track and coordinate production and development of study guides and courses within the set budget for the fiscal year.
Manage study guide inventories and coordinate printing procedures.
Track textbook availability with local bookstores and textbook publishers.
Create and maintain a revision schedule from information provided by publishers.
Troubleshoot student problems with study guide and exam content.
Assist the faculty in development of course materials and act as liaison between faculty and copy editors for graphics and course content.
Serve as departmental delegate to the American Associate for Collegiate Independent Study and assist the director with the Department’s role in the University Continuing Education Association.
Assist director in soliciting manuscripts from University departments as well as with long-term enrollment goals and 5-year growth plan.
Perform function as final copy manager of all manuscripts to ensure consistency and quality prior to submitting manuscripts to department chairs for final approval and to printing.
Work with director and extension specialist to market correspondence and extension programs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: correspondence studies practices; instructional design; publishing industry.
Skill in: interacting courteously with students and faculty; explaining concepts clearly.
**Ability to:** write procedures, study guides, manuscripts, exams, and other course materials; prepare correspondence, instructions, procedures, plans, and style guides; perform basic math; edit documents to create effective and correct course materials; ensure student workers are performing work correctly; manage production process.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**