

OPEN POSTING. The Vernon College Distance Learning Department is adding to its pool of applicants for part-time and substitute interactive television (ITV) facilitator/proctors at the Century City Center campus in Wichita Falls, Texas and at the Vernon Campus in Vernon, Texas. Hours vary, but are approximately 4-12 hours per week. The work schedule is primarily weekdays; however some evenings and weekends may be required. Pay is \$8.00 per hour.

### Principal Duties and Responsibilities

- Arrive in the classroom at least five (5) minutes prior to the beginning of class time and remain in the classroom until the instructor dismisses the class.
- Make the connection to open communication and identify site.
- Make sure the room is adequate for viewing and adjust cameras accordingly.
- Take roll or have roll sign sheet with pen available (if instructor wants roll sign-in sheets for each class meeting).
- Assign seating (upon instructor's request).
- Ensure students are seated at the appointed time and remain seated until the instructor dismisses the class.
- Pass out materials when asked by the instructor.
- Collect any materials requested from instructor.
- Assist in students' communication with instructor. (For example: Un-muting microphones when necessary).
- Administer tests (upon instructor's request).
- Receive and send fax and email messages when necessary and confirm that messages have been sent and/or received.
- Ensure security when sending or receiving faxes that contain confidential materials such as student information.
- Keep tests and exams secure before and after administration.
- Administer tests and exams.
- Ensure completed tests and exams are mailed or faxed immediately to the instructor unless other arrangements have been made.
- Monitor student behavior and report any problems as soon as possible.
- Monitor equipment and report any problems as soon as possible.
- Complete other duties as assigned by the instructor or faculty secretary.

### Knowledge, Skills and Abilities

- Knowledge of equipment operation at receive site.
- Knowledge of administrative procedures.
- Ability to assist in trouble shooting problems with equipment at receive site.
- Ability to communicate effectively with instructor.
- Ability to communicate effectively with students.

### Recommended Qualifications

- High school graduate or equivalent.
- Knowledge or experience with distance learning systems.

Interested parties should complete a Vernon College application:

[http://www.vernoncollege.edu/Human\\_Resources/Application\\_Support\\_Personnel.pdf](http://www.vernoncollege.edu/Human_Resources/Application_Support_Personnel.pdf)

Mail to:

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