



Job Description

Job Title: Virtual Laboratory Facilitator (H1B Grant)

Grade:

Department: Government Relations and Grants

FLSA:

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function

Plans and coordinates the virtual laboratory activities to support instructional programs and provide tutorial services to students.

Characteristic Duties and Responsibilities:

1. Manages registration for each student for the various programs within the virtual lab.
2. Obtains the logins and makes sure each student has access to the virtual lab.
3. Keeps the virtual lab rosters undated, removing any students who may drop from the program.
4. Works with the instructor on coordinating lab assignments for each of the software packages within the virtual lab.
5. Downloads completed assignments and sends them to the instructors for grading.
6. Keeps the software/portal updated as per the developer (AHIMA).
7. Serves as the liaison to AHIMA for the virtual lab.
8. Troubleshoots software problems students may have and report them to AHIMA.
9. Assists students as needed to navigate through the various software programs.
10. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Division director, Chair of academic unit, or Program Director.

Direction Given: Responsible for directing and monitoring the work of part-time and/or temporary employees.

Minimum Requirements:

Requires knowledge of standard procedures in a field involving extensive training acquired through completion of an Associate's Degree and two years of experience.

Knowledge, Skills, Abilities and Worker

Supervisory skills

Knowledge of laboratory procedures

Ability to work well with individuals with diverse background

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. November 2011



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Working Conditions:

Typical office environment