



TEC Coordinator San Jose Campus

Hours: Varied, to be determined by class schedule

Accountability: Executive Dean with close working relationships with the IT Coordinator

Position Summary: The Technology Enabled Classrooms (TEC) Coordinator is responsible for monitoring the web and livestream classes to and from the San Jose Campus in real time to ensure a quality educational experience for students at all campuses streaming.

Essential Functions:

- Set up equipment and room layout for live and web-streamed courses on the San Jose Campus (this includes courses streaming to and from Sacramento)
- Maintain an alert presence in the classroom for each streamed course
- Trouble-shooting common stream challenges in real time
- Communicating with the TEC Coordinator on the other campuses to ensure quality engagement and educational experience
- Tear down equipment after each class session
- Participate in occasional monthly staff meetings, graduation, CEU's, and similar campus events

Education/ Training: Associates degree preferred. High level of proficiency with IBM-compatible computers and related software. Proficiency with MS Office (MS Word and Excel are essential; PowerPoint and Access desirable.)

Qualifications:

- Flexible availability (with knowledge of availability at least three months in advance)
- Ability to communicate effectively with peers, students, and faculty in oral and written forms
- Ability to prioritize and manage multiple tasks with efficiency and composure
- Ability to work as a self-starter and a team player
- Strong customer service skills
- Ability to deal maturely with sensitive and confidential information
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.

Outcomes: The delivery of a live-streamed class where glitches or interruptions are immediately addressed to ensure a high-quality learning experience for all students.