



**- COURSE COORDINATOR -
JOB DESCRIPTION**

Function	EAC Appointee position
Length of Commitment	Minimum two-year term, to be extended in two year increments upon Board invitation, but this can be extended as this is an appointment, not an elected position
Duties	<p>Find authors for EAC Technique Study, Project, and Cyber correspondence courses</p> <p>Receive all the course materials from the authors</p> <p>Create Promo Sheets for the new course offerings</p> <p>Work with the test students and author so the changes and/or improvements suggested by the students are incorporated into the revised course instructions</p> <p>Pass the tested and revised courses to the Course Manager</p> <p>Work closely with the Education Director</p> <p>Work closely with the Test Student Coordinator as to when course is expected to be completed</p> <p>In final term:</p> <p>Work with new appointee to learn position for a smooth transition</p>
Time Commitment	<p>Approximately 10 - 12 hours a month</p> <p>This would vary from time to time as new courses are sought and developed</p>
Meetings to Attend	<p>Education online meetings – three times a year</p> <p>Education Meeting at Seminar, optional</p>
Skills Required	<p>Basic computer skills in Word and Excel</p> <p>Friendly and diplomatic</p> <p>Good communication skills</p> <p>Team player</p>
Skills Developed	

COURSE COORDINATOR - TIMELINE

This role will not have a Timeline other than doing the work when sourcing and developing new courses. An estimation would be approximately 10 - 12 hours a month, where some months might be more and some months less.