

# POSITION ANNOUNCEMENT

POA#: 1227

## POSITION INFORMATION

Position Title	eLearning Coordinator
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, September 1, 2025

## FOR ADDITIONAL INFORMATION

Contact	Dr. Matthew Blackwell
Contact Title	Director of eLearning Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6428
Email	mblackwell@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Minimum of an earned bachelor's degree in education, instructional technology, instructional design or a closely related field from a regionally accredited institution of higher education.
2. Experience with Canvas/LMW administration or teaching in a distance learning environment.
3. Experience in professional development training, including in-person training, web-based training, and a familiarity with web-based instructional tools and programs.
4. A strong working knowledge in the use of word processing, databases, spreadsheets, instructional technology, and presentation software.
5. Excellent interpersonal, written, and oral communication skills.

### Preferred Qualifications

1. Earned master's degree in education, instructional design, education technology, curriculum/instruction, or a closely related field from a regionally accredited institution of higher learning.
2. Post-secondary teaching experience.
3. Post-secondary experience in the area of distance learning.
4. Familiarity with the Mississippi Virtual Community College System and the Mississippi Community College Board.
5. Strong technology skills including experience with Canvas, Canvas Studio, and other instructional technology programs.
6. Experience managing and administering proctored examinations.

### General Statement of the Function

The eLearning Coordinator is responsible for supporting eLearning operations, facilitating faculty/course training and instructional improvement, and management/troubleshooting of the Canvas LMS for the institution. The eLearning Coordinator reports to the Director of eLearning Education.

### Duties and Responsibilities

- Collaborate with the Director of eLearning Education to assess faculty and staff needs regarding instructional design and technological support and implement appropriate measures to address those needs.
- Facilitate faculty development in the areas of instructional practices, design and engagement methods, emerging technologies, and effective pedagogical practices.
- Collaborate with the Director of eLearning to maintain a high standard of instruction, engagement, and student success across virtual instruction.
- Manage the processing of MSVCC enrollments in the Enrollment Tool system.
- Attend MSVCC meetings and serve on sub-committees.
- Maintain and monitor the eFaculty courses used each term for MSVCC faculty monitoring and communication.
- Assist with the evaluation of eLearning courses and faculty.
- Oversee the creation, maintenance, and communication of departmental records, policies, procedures, and guidelines for the effective operation of the eLearning department.
- Perform other duties as assigned.

## APPLICATION DETAILS

Application Deadline	Thursday, July 10, 2025	
Internal Applications	Friday, June 27, 2025 -	Thursday, July 10, 2025
External Applications	Friday, June 27, 2025 -	Thursday, July 10, 2025
Interviews Completed By	Thursday, July 17, 2025	
Successful Candidate Notified By	Friday, July 25, 2025	

**WHERE TO APPLY**

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

**REQUIRED APPLICANT DOCUMENTS**

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

**THE COLLEGE**

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

**EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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