

ADEC POSITION DESCRIPTION

Principal Contact Officer - PCO

Primary Duties:

- Provide an effective two-way communication link between ADEC and appropriate administrators, faculty, and staff at your institution.
- Promote and enhance effective distance learning and the adoption of advanced educational technology at your institution.

General Duties:

- Develop strong, collegial working relationships with appropriate deans and administrators to enhance distance learning at member colleges and universities as a whole.
- Market the ADEC consortium and provide increased accessibility through:
 - leadership, guidance, and communication with administrators, faculty and staff on ADEC distance learning programs, products, and services.
 - cooperative buying and selling of products and services such as satellite time, video, satellite and computer hardware and software, and educational tools.
 - identification of new distance learning opportunities and markets for faculty and staff and ADEC members in general.
- Assist the ADEC President, Board of Directors, and Program Panel in communicating with your university administration, faculty and staff and other interested institutions and potential partners within the member's state on issues including among others:
 - program development
 - products and services
 - business and operational matters
 - faculty development
 - potential grant or contract opportunities
 - ADEC membership

Specific Duties:

- Assess potential of ADEC to help support the distance learning, training, and technology needs of your college(s) and institution and communicate that information to appropriate administrators and faculty.

- Develop opportunities for faculty and staff to participate in training, professional development and information efforts offered by ADEC.
- Ensure that your institution is linked effectively to the ADEC web site and all information available is accurate and up to date.
- Help seek potential partnerships and collaborations that might strengthen ADEC's relationship with your institution and others in your state. This may include meeting with other educational institutions and/or potential partners with ADEC, collaborating on the development of programs, and/or participating in the use of ADEC developed and delivered programs. This effort might require coordination with state and local educators and/or policy makers on behalf of your institution and the ADEC consortia.
- Serve as the focal point for rapid response to ADEC requests for institutional participation in proposal development, writing and/or applications. This may include serving as your institution's project coordinator/director as appropriate.
- Help in the timely preparation of information and documents relative to the member institution's participation in externally funded grants, contracts, and/or agreements. The PCO should have a good working relationship with all necessary staff (program production, technical, engineering, computing, administrative, legal, and grants and contracts officers) to assure compliance with federal mandates and reporting requirements.
- Actively participate in the monthly PCO audio conferences.
- Attend at least one ADEC sponsored conference annually.
- Ensure that evaluation information on ADEC programs is completed and reported in a timely manner.
- Assist with timely collection of needs assessment data and subsequent interpretation of the data.
- Participate in the development of new marketing strategies for ADEC and your institution.