

Distance Learning Administrator Interview Questions

1. Share an effective method you have used to secure funding for distance learning programs.

2. Provide a time when reviewing learning content helped you to ensure the material met all requirements.

3. Tell me about your past experience summarizing equipment usage data.

4. Share your experience communicating via podcasts, webinars, etc.

5. Describe a difficult troubleshooting problem you have resolved.

6. Share an experience in which you successfully trained a staff. What methods made you successful?

7. Describe a time when you successfully supervised a staff. What made you a successful supervisor?

8. Share the methods you have found effective in selecting and monitoring the work of vendors.

9. Which methods have you found effective in choosing equipment/services to purchase?

10. Tell me about your last experience preparing reports. What methods did you use?