



**Position Title:** Learning Management System Specialist  
**Reports To:** Instructional Design Manager  
**Department:** Virtual College  
**Prepared By/Date:** Jennifer C. Brito/01-06-2010  
**Approved By/Date:** Ruth Ann Balla/01-06-2010  
**Revised:**

**Job Code:** 0375  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

Assists in the preparation of all Virtual College (VC) courses for online delivery and provides on-going technical support to faculty (FT and adjuncts) teaching Virtual College courses

**Essential Duties and Responsibilities:**

- Works with faculty (FT and adjuncts) in preparing/customizing each term's VC courses for online delivery.
- Ensures each course's compliance with minimal VC requirements.
- Throughout each term, resolves FT and adjunct faculty's technical course delivery issues.
- Maintains up-to-date expert knowledge and skills on all evolving Learning Management System (LMS) features and procedures.
- Develops, maintains and delivers face-to-face and online Student Orientation course.
- Researches and tests LMS features and procedures to ensure it works as expected and documentation is accurate.
- Identifies, documents, researches and suggests solutions for LMS course delivery issues.
- Copies each term's VC master courses for customization by faculty following departmental procedures.
- Develops and maintains productive collegial relationships with faculty (FT and adjuncts).
- Assists in preparation of master and live VC courses for LMS updates / migrations.
- Delivers online Virtual College Certification Workshop to new VC faculty.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge and proficiency in all Microsoft Office applications, as well as FrontPage and/or Dreamweaver
- Knowledge and proficiency in a learning management system
- Excellent organizational, problem-solving, and multi-tasking skills
- Excellent communication skills
- Ability to strictly adhere to academic honesty and student confidentiality (FERPA) standards
- Ability to work a flexible schedule
- Ability to work in a multi-ethnic/multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Instructional Technology or related field with five (5) years of related work experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name