



**Position Title:** Part-Time Learning Management System Specialist

**Job Code:** 8141

**Reports To:** Instructional Design Manager

**Grade:** H6

**FLSA:** Exempt

**Job Description:**

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

**Duties & 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.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in Instructional Technology or related field with three (3) years of related work experience.
- 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

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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