

SOUTHERN ARKANSAS UNIVERSITY TECH

Position Vacancy Notice

POSITION TITLE: LMS Coordinator

DATE POSITION AVAILABLE: July 8, 2019

APPLICATION DEADLINE: Applications will be accepted until position is filled.
Deadline for first consideration is July 22, 2019.

JOB DESCRIPTION:

The LMS Coordinator is responsible to the Instructional Designer. This is a full-time 12-month position. This position is governed by state and federal laws and agency/institution policy.

Specifically, the job assignment includes but not limited to:

- Facilitate Brightspace training to students through Learning Strategies.
- Make contact with students when Learning Strategies begins and throughout the course as needed.
- Supervise small-sized computer lab.
- Train and provide technical assistance to adjunct and full-time faculty in the college's learning management system (LMS) through instruction, demonstration and problem resolution.
- Provide technical support for students through phone and email.
- Maintain and distribute login letter that notifies new online students of how to access LMS.
- Maintain and update LMS materials as newer versions are released.
- Work with third-party partners to build and deploy LTI integration.
- Maintain LMS user database.
- Manage courses in LMS.
- Work with IT to run server files and troubleshoot deployment issues as they arise.
- Provide exam proctors and students information for proctored exams.
- Set up final exams through ProctorU.
- Build and copy courses over in LMS for each semester.
- Make beginning of semester modifications to online courses as well as modifications as needed throughout the semester. This includes setting dates and final exam passwords for all online courses.
- Assist faculty with LMS, Respondus and Studymate.
- Email environmental academy students with username and password information for Brightspace.
- Assist in setting up training sessions and meetings.
- Performs related responsibilities as required or assigned.

MINIMUM QUALIFICATIONS:

- Associate's Degree in a technology related field.
- One year of experience working in Higher Education with technology.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in a technology related field.
- One year of experience working in Higher Education with a LMS system.

SALARY: \$30,713

DATE OF NOTICE: June 26, 2019

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu



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