



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**LEARNING MANAGEMENT SYSTEM
ADMINISTRATOR**



For consideration, application materials must be received by
July 8, 2020 at 3:00 p.m. CST.

POSITION SUMMARY

The Learning Management System Administrator provides technical leadership in the support of the Alabama Community College System learning management system (LMS). This position is responsible to support the design, development, implementation, delivery, and maintenance of content, assets, and other resources used for instructional functions. The Learning Management System Administrator is the primary system administrator for the Alabama Community College System LMS and oversees the installation of all system updates and upgrades, as well as tools and software integrated with the LMS. Work is performed under the supervision of the Director of Virtual College Programs.

PRIMARY DUTIES & RESPONSIBILITIES

General

- ❖ Provides the day-to-day operational support, use, and configuration of the Alabama Community College System LMS.
- ❖ Manages community areas within the LMS including functionality, appearance, tabs, and settings.
- ❖ Identifies and communicates opportunities for process and quality improvements, providing feedback on usage, defects, and suggested enhancements.
- ❖ Acquires and maintains knowledge of current technology as it applies to LMS software and systems.
- ❖ Maintains procedures and policies to ensure the security and integrity of content accessed through the LMS.
- ❖ Recommends and maintains technical procedures and policy documentation related to the security and processes of the LMS.
- ❖ Collaborates with the Alabama Community College System colleges to maintain and improve growth opportunities in the LMS.
- ❖ Acts as an internal consultant by analyzing data and recommending solutions to utilize the LMS to create course shells, track course shells, faculty and staff training course shells, and measure performance to meet the Alabama Community College System objectives.
- ❖ Creates and updates resources to train and support instructional designers, faculty, and learners on how to use the technology of the LMS for online course delivery.

User Management

- ❖ Creates user logins as needed and assigns user permissions.
- ❖ Creates and manages user structures including the creation of user groups and learning cohorts.
- ❖ Manages course enrollment including progress tracking.

Course Management

- ❖ Works with the Information Technology department to manage the course asset library.
- ❖ Populates course information and assigns learners.
- ❖ Develops and updates standardized tools and reporting for ongoing access to learning information; generates standard and custom reports.
- ❖ Analyzes reporting data and recommends strategic direction to the Director of Virtual College Programs, instructional designers, or others, as appropriate.
- ❖ Creates and manages the overall course shell structures.
- ❖ Manages tracking of course revisions and history.
- ❖ Builds online evaluations in LMS for semester end faculty, student, and course evaluations.
- ❖ Manages relationship with third party vendors and facilitates the successful linkage of approved third-party software to the Alabama Community College System LMS.

Troubleshooting

- ❖ Provides troubleshooting assistance for users regarding logging in to the LMS and accessing courses.
- ❖ Troubleshoots and resolves issues relating to system functionality and software systems.
- ❖ Serves as point of escalation for support issues, which may include interaction with LMS vendor and other vendor support services.
- ❖ Reviews and monitors system performance.
- ❖ Works with the instructional technologist and instructional designers to troubleshoot and resolve technical issues related to accessing the LMS and course content.

OTHER DUTIES & RESPONSIBILITIES

- ❖ Other related duties as assigned.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by mail, hand delivery or email only (charlene.finkelstein@accs.edu). **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

Complete application packets must be received no later than 3:00 p.m. CST on July 8, 2020. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Ms. Charlene Finkelstein
Alabama Community College System
Human Resources Dept.
P. O. Box 302130
Montgomery, AL 36130-2130

Application materials may be delivered
in person at 135 S. Union Street.

Salary range is \$90,011 - \$124,565 dependent upon qualifications and experience. This position will be based in Montgomery, Alabama.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.