



VACANCY NOTIFICATION

LEARNING MANAGEMENT SYSTEM ADMINISTRATOR (REVISED)

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently searching for a full-time Learning Management System Administrator to serve on our team. The Learning Management System (LMS) Administrator for the Center for Online Learning (COL) is responsible for the technical development, management, and day-to-day support of the college's learning management system. The Administrator provides the technical foundation and leadership for a variety of operations including analytics assessments, testing and optimization, software configuration, LMS support and implementation as well as responding to student and faculty requests. The Administrator will work with the COL team in assisting faculty with development of web-based course materials and establishing troubleshooting procedures, developing solutions and/or workarounds for various technological issues related to course development and delivery.

Essential Functions/Responsibilities

- Manage and maintain LMS tools and documentation for the College LMS.
- Coordinate with the department of Information Technology to integrate LMS with College IT systems to manage user permissions, content rights, and other "back end" functions related to course deployment and archiving.
- Provide high level technical expertise for faculty and other users having course LMS and tools issues.
- Liaise with Canvas support and inform users regarding outages and expected downtimes.
- Manage course creation using the Master Course process.
- Coordinate with instructional technology team for online and hybrid course creation and management.
- Participate in investigating and recommending new instructional tools to support student learning.
- Develop effective and efficient workflows both internally and for end users.
- Responsible for LMS and its add-on tools development, updating, troubleshooting.
- Help create, maintain, and update support materials for faculty, learners, and the university knowledge base
- Help create training courses with instructional technology team
- Respond to faculty and student questions on LMS and in orientation courses.
- Create roles and accounts in LMS as needed.

- Maintain and archive old courses.
- Maintain web and portal presence of the Center
- Communicate to the Online Learning Staff and community stakeholders regarding instructional technology issues, trends, and opportunities affecting student success and curricular innovation
- Produce routine and ad hoc reports utilizing various analytics and evaluation tools
- Provide faculty consultations and coaching on the effective use of the LMS tools

Required Qualifications

- Bachelor's Degree in a technology-related major or comparable technology related field and 3 years professional hands-on experience and/or training.
- At least 3 years of experience in the field of instructional technology.
- At least 3 years of experience with content authoring software and learning management systems.
- At least 3 years of prior experience in software systems support and administration.
- Knowledge of HTML, JavaScript, and XML.
- Strong analytical and strategic thinking skills.
- Demonstrated ability to work in a collaborative environment.
- Proficient Microsoft Office, database and data management skills

Preferred qualifications

- Knowledge of the specific LMS and tools
- Knowledge of SQL
- Data analytics and report writing experience
- Experience working in an educational setting

To Apply: Send letter of application with references, resume, and salary requirements via email to:
lmsadmin@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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