



## EMPLOYMENT OPPORTUNITY

**Date: January 2021**

**Open until filled**

If you have questions regarding this position, please contact Steve Holler [sholler@multnomah.edu](mailto:sholler@multnomah.edu) 503.251.6420

### **Job Title: Learning Management System Specialist**

**Reports To: Dean of Multnomah University Online**

**Mission: *Manage and support the utilization of the University's learning management system.***

#### **Primary Responsibilities:**

##### ***LMS Management – Plan, organize, and manage the daily operations of the LMS***

- Assist faculty with the course planning and development process within the LMS.
- Provide strategic oversight for the planning and development of online courses, ensuring that course development meets established deadlines.
- Ensure all MUO courses are built using an established course design template for the purpose of quality, consistency and uniformity.
- Diagnose and troubleshoot issues faculty and students encounter in the learning management system or with related software technologies used in the online learning environment.
- Assist the Dean in tracking the course development process.
- Ensure that MUO courses are completed fully and without errors or omission of content.
- Design course layouts and pages with a focus on aesthetics, usability, and ease of use.
- Create and/or modify any visual design graphics used for course layouts.
- Participate in establishing goals, policies and procedures for the delivery of online courses.
- Serve as the point of contact between the University, Canvas, and Turnitin and oversee system updates.
- Collaborate with the Information Technology department in resolving user issues and implementing new technologies that will maximize user capability.
- Promote best practices for course design and delivery.
- Research, recommend, and promote the adoption of new educational technologies.

##### ***Faculty Training Responsibilities – Assist with training and support for the University faculty***

- Establish a process and procedures for training faculty on the use of the University's learning management system and other relevant technologies that includes supportive training materials.
- Maintain the Faculty Resource Course in Canvas by providing current, relevant, and useful resources.
- Assist in providing faculty development opportunities in the areas of online pedagogy and the use of various technologies that support online learning.
- Promote & advance the adoption of technologies that will enhance learning, engagement, and success.

#### **Qualifications:**

##### **Job-specific Requirements:**

- Master's degree in instructional design, educational technology or a related field and/or related experience is desired.
- Ability to organize, plan, set priorities, and meet deadlines.
- Possess well-developed interpersonal skills and present a professional demeanor.
- Strong technical writing skills.
- Attention to detail.
- Thorough knowledge of learning management systems.
- Excellent analytical problem-identification and problem-solving skills.
- Ability to work independently and be self-motivated.

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MULTNOMAH UNIVERSITY

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**General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment. A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: [www.Multnomah.edu/Careers](http://www.Multnomah.edu/Careers)

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