****

**Job Announcement**

**Position:**  LMS Coordinator

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports to:** Director of Online Teaching & Learning

**FLSA Designation:** Exempt

**Nature of Duties:** This position will be responsible for assisting with the overall management of the day-to-day operations of the Learning Management System (LMS) and help desk. Further, the individual filling this position will be responsible for developing, implementing, and providing LMS training; and must have an extensive understanding of all components, features, and functions of the LMS. LMS duties include but are not limited to: conducting LMS maintenance (archival, backup, and restoration of accounts and courses); creating accounts (student, faculty, and builder); extracting data by developing, running, and analyzing reports (Ally, LMS, LTI, and third-party); loading course content while verifying accuracy of Banner entries and utilizing Banner data to create courses (terms, master shells, sandboxes, and training); and performing script processes to enroll students and faculty in courses and to maintain current account enrollments via daily scripting. Help desk duties include but are not limited to: delivering an exceptional customer service experience to students via the help desk ticket system by responding to requests in a timely and accurate manner; and providing assistance to college administrators, facilitators, instructors, and students with functions and utilization of the LMS. Additional duties will include executing daily script processes to create and maintain student email accounts. **Position requires some weekend work hours and minimal overnight peer group travel.**

**Minimum Qualifications:**

* Associate’s degree \*and\* Three (3) years related work experience

\*Note: Experience may substitute for the degree on a year-for-year basis

**Preferred Qualifications:**

* + Bachelor’s degree in Business Administration, Computer Science, Information Systems, Instructional Technology, or related field of study; \*and\* Two (2) years related work experience
	+ Minimum of Three (3) years post-secondary experience with each of the following:
	+ Banner
	+ LMS Administration
	+ LMS End-User
	+ Relational Databases (Access, Oracle, MySQL)
	+ Third-Party and LTI Content
* Comprehensive knowledge of Microsoft Office 2016 applications
* Previous experience with project collaboration and project management
* Familiarity with instructional design principles, practices, and/or theories

**Technical Competencies:**

* Ability to work in a team environment
* Advanced interpersonal skills
* Critical-thinking skills
* Decision-making and problem-solving skills
* Excellent oral and written communication skills, with an eye for detail
* Exceptional computer/technology skills
* Keen sense of professionalism
* Superb organizational and time management skills

**Salary/Benefits:** Low $40’s. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). *Unofficial transcripts, resume and proof of applicable certifications/licensures are required for consideration.*

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.