Position Description

Working Title: Instructional Technologist & LMS Sub-Administrator

Hays Hill Title/Level: Information Processing Consultant

Appointment: Annual (12 month), Renewable, 100% appointment

Position Reports to: Library/CLIC Director

Position Summary:
The Instructional Technologist & LMS Sub-Administrator will serve as an instructional technologist supporting the UW System Digital Learning Environment and UW-Superior instructors and staff using the DLE. The Instructional Technologist will serve as a sub-administrator within our Canvas learning management system, collaborating with our primary administrator, instructional designers, and library staff.

The position will provide direct support and consultations to instructors on LMS tools and course design; troubleshoot problems and questions; and contribute to the instructional development offerings in collaboration with the other team members. This position will be knowledgeable about the LMS and provide back-up to the LMS Administrator during heavy-traffic times, as well as during the LMS Administrators’ absence. This position will contribute to university projects of instructional development and course design.

As a professional, this role is expected to actively engage in their field through conference attendance and participation. The role will serve on committees within the Library/CLIC, the UW-Superior campus, and the UW-System. This position is 100% remote for the 2020-21 academic year with the expectation of relocation to Superior in Summer 2021, pending safety conditions.

Duties:
• Provide consultation and support to instructors
• Provide back-up to LMS Administrator in Canvas and Kaltura systems
• Work with LMS Administrator on short- and long-term problems and goals
• Interface appropriately with Tech Services and other campus offices as needed (ie, Registrar)
• Provide instructional development on LMS and related teaching technologies
• Contribute to university projects of instructional development and course design
• Serve on committees as needed

Knowledge, Skills, and Abilities:
• Knowledge of learning management systems, especially Canvas
• Ability to provide tech support to users
• Demonstrated aptitude for learning and applying new software and technologies
• Excellent oral and written communication skills
• Excellent interpersonal skills, a positive attitude, and enthusiasm for learning
• Commitment to inclusivity, as demonstrated by work products or past projects
• Ability to work independently and as a collaborative member of a team

Required Qualifications Include:
• Bachelor’s degree
• At least 2 years’ experience in technology support and/or instructional design and/or systems administration

Desirable Qualifications Include:
• Experience designing within or supporting course management systems, especially Canvas
• Experience working on a collaborative team
• Experience in graphic design
• Experience developing online instructional materials
• Experience working in higher education