JOB TITLE: Coordinator of Institutional Learning Management System (LMS), Academic Software, and Connors Works

REPORTS TO: Vice Presidents for Academic Affairs of Connors State College

CLASSIFICATION: Administrative III

STATUS: Full time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Coordinator for LMS and Academic Software is responsible for the planning, implementation, and management of the Connors State College and Learning Management System and related academic software. Working with the Vice Presidents for Academic Affairs and other leadership within the colleges, the coordinator will independently manage and coordinate LMS and academic software needs.

DUTIES AND RESPONSIBILITIES:

- Oversee academic software programs and integration
- Maintain academic technology needs and systems for course learning
- Develop standard procedures, practices, and policies to assure quality distance education course delivery
- Coordinate Coursera courses with workforce partners
- Coordinate Credly for Digital Credentials
- Manage Connors Works to assist leaners and employers to engage in online learning for workforce education
- Market Connors Works to area businesses and individuals
- Coordinate AspirEDU for retention efforts
- Coordinate Lantern students at correctional facilities
- Stay abreast of current ADA regulations concerning accessibility/compliance for all LMS courses
- Coordinate quality control of online and hybrid courses
- Serve on committees as assigned
- Assist with preparing campus documentation for compliance, such as federal disclosures, state/national reporting, accreditation, and other reporting as needed
- Adjust LMS according to integrated student information system needs in coordination with OSU
- Publish and copy courses for each semester and create course sandboxes as needed
- Add missing students and faculty as needed and manage user roles and permissions
- Set up 3rd part integrations and Learning Tools Interoperability
- Work with LMS, OSU, and CSC IT as issues emerge for students and faculty
- Other duties as assigned related to LMS data and LMS integrations

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Exceptional knowledge and experience in applying wide range of analytical and evaluative techniques
- Excellent written and oral communication skills
- Ability to work independently and to organize and manage multiple projects
- Demonstrated willingness and ability to act ethically and socially responsible
- Strong interpersonal and skills

EDUCATION/ EXPERIENCE REQUIRED:

- Master's degree preferred
- Must be able to travel between multiple campuses, work other than normal business hours
- Experience with LMS environments such as Canvas a plus

SPECIAL REQUIREMENTS:
- Must be able to pull, bend, stoop, and lift 40 pounds

Connors State College and Northeastern Oklahoma A&M are an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____