

Main Campus:
21 Campus Circle
Murphy, NC 28906
Phone: (828) 837-6810
Fax: (828) 837-0028
or (828) 837-3266



Graham County Center:
P.O. Box 1997
145 Moose Branch Road
Robbinsville, NC 28771
Phone: (828) 479-9256
Fax: (828) 479-6280

ADVERTISEMENT OF POSITION VACANCY

Posting Date: May 13, 2024

Position: Learning Management Systems Administrator

Basic Purpose of Position:

The Learning Management Systems (LMS) Administrator is responsible for promoting and supporting the effective design, delivery, and evaluation of asynchronous online courses and programs at the College. This position will provide training and support for the LMS for all faculty, staff and students. In addition, this position will provide assistance in the Student Computer Support Center and Media Center.

Qualifications:

- Associate's Degree in a computer related field required; Bachelor's Degree preferred

Job Description/Duties:

- Perform day-to-day functions within the LMS such as maintaining user database, assigning required learning modules, creating and uploading online modules and maintaining system functions.
- Support faculty in creating and using asynchronous online courses by providing course materials, integrating software tools, coordinating testing and assessment, ensuring security, assisting with media presentations, maintaining ADA compliance, promoting academic integrity and more.
- Participate in the provision of distance learning workshops and orientation for students, faculty and staff, including use of the LMS, educational technology and software and media production.
- Provide technical support to students, faculty and staff, addressing issues related to the LMS and online learning technologies, including navigation of the LMS, login issues, password resets and trouble-shooting.
- Research and resolve system problems as they relate to hardware, software, application files and audit controls for the LMS server.
- Develop and maintain distance learning and computer support web pages, as well as the LMS platform for the delivery of online curriculum content.
- Track federal, state and SACS standards and guidelines concerning distance learning and make recommendations to ensure compliance.
- Work closely with unit super-users, trainers and other administrative staff on entering data, pulling reports, and performing other functions in the LMS.
- Perform system testing for changes/updates to the LMS, performing and managing back-ups as needed.
- Complete any other duties as assigned by the supervisor or the College President.

Salary Range: In accordance with the College's Compensation Plan. Estimated Range: \$33,000 - \$37,000.

Working Schedule: This is a 40-hour per week position that may require some flexibility in working hours. This position is non-exempt according to the Fair Labor Standards Act (FLSA).

Proposed Hiring Date: As Soon As Possible. A six-month probationary period is required by college policy.

Deadline to Apply: May 27, 2024 or until filled.

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application form, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e-mail humanresources@tricountycc.edu. Incomplete application packages will not be considered.

Equal Opportunity Employer