

Wartburg Theological Seminary

Position Description

Title: Learning Management Systems Administrator

Classification: Exempt

Position Status: Regular Full-time

Benefits: Health insurance, pension and vacation, sick and holiday pay

Supervisor: Academic Dean

Position Summary:

The Learning Management Systems Administrator supports the mission of Wartburg Theological Seminary by serving as administrator of the Learning Management systems used in delivery of all academic programs and supporting the work of the Academic Dean and Faculty.

Major Responsibilities/Activities:

Digital Learning Platforms

- Serve as system administrator for Castle Commons and Brightspace Learning Management Systems (LMS) to oversee procedures related to course design, course development, user accounts, and permissions.
- Provide expertise in constructing competency-based instruction in both the Journey Together and Masters curricula.
- Provide instruction to core and adjunct faculty on teaching and learning methods for effective online instruction.
- Collaborate with faculty in setting up the architecture of course sites and serve as the point person for LMS support of students across academic programs.
- Responsible for editing and posting of classroom recordings and setting up VoiceThread forums.
- Research, develop, and design continued improvements to the functioning of the LMS systems, including new features, tools, and customizations appropriate to the teaching and learning of the curriculum, and continued improvement of student user experience.
- Develop assessment tools for the evaluation of our distance learning programs.
- Works in collaboration with the Technology team.

Learning Programs

- Establish efficiencies with the work of the Registrar in the administration of academic programs.
- Oversee administrative support to the faculty, including coordination with adjunct faculty.
- Obtain all copyrights for the academic materials and chapel.
- In collaboration with the faculty, update course descriptions and course syllabi each semester
- Update the master calendar with classroom assignments each semester.
- Maintain the Virtual Bookstore and post all faculty booklists each semester.
- Work with the ADA Compliance officer to provide support for student accommodations.
- Maintain academic files for each faculty member, including curriculum vitas and other appropriate files.

Additional responsibilities

- Collaborate with members of the Academic Department.
- Cross train with the Registrar on all necessary learning programs responsibilities.
- Assume other responsibilities as appropriate or as assigned by the Academic Dean.

Supervisory Responsibilities:

- Oversight of Castle Commons student assistants and Academic Programs student assistant.
- Supervise the student assistants who provide administrative support to the faculty.

Qualifications:

Education & Experience Required:

- Associates degree in education or related field preferred.
- Previous experience with Learning Management Systems.

Skills Required:

- Upbeat, friendly personality and a hospitable presence.
- Excellent organizational skills.
- Ability to work as part of a team.
- Demonstrated time management skills.
- Commitment to maintaining confidentiality.
- Advanced proficiency in Microsoft Office and Learning Management System programs.

Work Environment:

This position is in nearly constant interaction with faculty, students and other staff persons. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.