Allen College seeks to hire a Learning Management System Administrator and Instructional Designer

Posting ID # 143624

Allen College is seeking candidates for a full-time Learning Management System Administrator and Instructional Designer beginning immediately. The LMS Administrator/Instructional Designer reports to the chief academic officer of the College. This person will lead faculty in the development of effective and efficient environments for online, hybrid, and web-enhanced courses and the integration of technology into curricula; collaborate with faculty to ensure that courses meet approved outcomes and incorporate both established and emerging technologies effectively; orient all new students on the learning management system and related technologies; provide training and support for faculty relative to methodologies associated with the application of various technologies to promote teaching and learning; serve as a leader in the consultation and production of courseware incorporating web-based interactions, and digitized audio and video where appropriate; monitor and research instructional design theories and technologies applicable to instruction; and support faculty, staff, and students on distance education training and support issues.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at ASR Report-2023.pdf (allencollege.edu). A paper copy is available upon request.

Qualifications

1. Bachelor’s degree in instructional design, instructional technology or a related field from a regionally accredited college or university, master’s degree preferred.
2. Minimum of one year of full-time work experience in designing, developing, and implementing online and hybrid courses and in learning management system (LMS) administration. Three or more years of experience preferred.
3. Knowledge of innovative educational methods and equipment and online course development, webpage design, and other software applications to support online teaching and learning.
4. Experience with Quality Matters preferred.
5. Ability to prioritize work and function within a structured time frame in a variety of job situations.
6. Effective communication skills and ability to work well with people of various levels of computer knowledge and skill.
7. Ability to handle large volumes of work with attention to accuracy and detail, and to work with interruptions with minimal supervision.
8. Ability to schedule, meet, and maintain routines and deadlines and maintain integrity of records.

Allen College is an Equal Opportunity Employer.

For more information, contact:
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To apply: