Frederick Community College

Learning Management System Administrator

Department: Center for Teaching and Learning	**Effective Date:** 05/06/2015
Reports To: Executive Director of the Center for Distributed Learning	**Team:** Academic Affairs
FLSA Status: Exempt	**Job Status:** Full-time
Salary Grade: 14	**Job Classification:** Administrator

Position Summary:

The position reports to the Executive Director of the Center for Distributed Learning (CDL). The Learning Management System Administrator provides technical leadership to support the FCC Learning Management System and related technologies. The LMS Administrator is the primary system administrator overseeing regular system updates and upgrades. The LMS Administrator is responsible for the support, design, development, implementation, delivery, and maintenance of resources used for instructional functions.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Works within the existing LMS infrastructure to develop, test, and implement LMS upgrades.
2. Creates, maintains and executes a schedule of LMS configuration changes, validation and maintenance tasks to ensure seamless delivery of FCC courses and programs.
3. Develops and maintains up-to-date documentation for the LMS portfolio.
4. Performs capacity planning for data storage and performance.
5. Troubleshoots and corrects problems to assure component availability and reliability within the LMS and related technologies.
6. Communicates effectively with faculty and staff from diverse professional and academic disciplines with varying degrees of technical knowledge/aptitude.
7. Provides on-call support for LMS application level issues.
8. Manages and integrates learning-related, third-party software into enterprise applications.
9. Performs quality assurance testing on all pre and post application implementations.
10. Participates in the evaluation of other instructional technology tools to supplement the current environment.
11. Develops strong relationships with faculty, students, and technical staff to ensure the effective use of LMS tools to enhance learning.
12. Defines and develops roles within the learning management system (LMS) and related technologies to ensure proper rights, access, and security for staff, students, and faculty.
13. Serves as a team member of CDL and performs other duties as needed.

Learning Management System Administrator

Required Minimum Qualifications:

1. Bachelor's Degree from an accredited Higher Education Institution; Instructional Technology or Computer Science.
2. 3 years of progressively responsible experience as a system administrator in a Higher Education setting.

Desired Qualifications:

1. Master's Degree in Instructional Technology or Computer Science preferred.
2. Experience with custom-built products preferred.
3. Experience with Agile software development, Java web applications, etc.
4. Experience with technical integration of third-party software into enterprise applications.
5. Working knowledge of microcomputer network environments, including client-server technology.
6. Basic understanding of instructional design principles, practices, and/or theories.
7. Experience with other instructional technologies such as Adobe Connect, polling systems, and lecture capture.
8. Recent experience with the administration of Blackboard in a higher education environment.
9. Strong analytic, interpersonal, and communication skills.
10. Deep knowledge of current industry trends, staying abreast of changes as they occur.
11. Ability to work effectively with a team.
12. Ability to communicate end user support requests effectively to vendor technical staff.
13. Demonstrated abilities in effectively presenting complex subjects to diverse audiences, both in a formal large group presentation, and in small and one-to-one interactions.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.