

<p style="text-align: center;">GTU STUDENT EMPLOYMENT OPPORTUNITY 2015-2016 Academic Year</p>

Posting date:
Department/Organization: GTU Library
GL Account #: 11-02432-10-31-1028-51511 or 51512
Supervisor: GTU Library Director

Job title: Online Learning Coordinator

Job description:

The Online Learning Coordinator manages the day-to-day operations of the learning management system (Moodle):

- Create new course shells via the Moodle Course Request Form
- Archive and delete old courses
- Create new users as needed (Consortial IT will create a majority of users)
- Delete users after a period of inactivity or because of a status change
- Monitor server usage and delete inactive files as needed
- Upload larger files to course, Vimeo video server or in-house audio server as requested

The Online Learning Coordinator trains new faculty, staff and students on how to use the learning management system:

- Provide opportunities for workshops about introductory and advanced tasks
- Provide opportunities for individual or group training outside scheduled workshops
- Present introductory tasks at semi-annual student orientations
- Maintain GTU-specific documentation for website

The Online Learning Coordinator serves as the primary contact for learning management system technical support:

- Troubleshoot issues about users, modules and courses
- Work with online learning contacts at member schools as needed
- Stay current on new features of learning management system
- Route more advanced technical support issues (including server-level issues) to learning management system host vendor support department

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A GTU doctoral student who is early in their program is preferred
- Experience with learning management systems, preferably as teaching assistant and/or instructor
- Experience with web development, especially HTML and WYSIWYG editors
- Experience with customer support
- Experience with Windows computer environment and Microsoft Office suite

Hours per week: 19
Date job is to begin: January 4, 2016
Hourly rate: \$13.00
Preferred workdays: Weekdays
Apply to: Caryl Woulfe, Assistant to Library Director
Email: cwoulfe@gtu.edu
Application deadline: December 2, 2015
Other comments: Student will be trained by predecessor on administrative tasks of learning management system.