MAJOR PURPOSE:
This position is responsible for managing the Learning Management System (LMS) for all Adult Degree Completion and assigned graduate courses, ensuring that courses are created and visible to faculty and students in a timely manner, with complete and relevant curriculum. This position also provides tech support for all ADC synchronous online courses, acts as the project manager for WJU’s textbook vendor for all ADC and graduate program courses, provides logistical leadership and support for a number of ADC and Grad events, as well as assisting with the supervision of student workers. This position may become full-time.

ESSENTIAL FUNCTIONS:
Learning Management System (Moodle) for ADC programs and assigned grad programs
- Create and fully load Moodle shell for all ADC/grad courses
- Determine the most accurate and complete curriculum for each course and ensure that faculty have access to completed course information
- Advise faculty regarding course layout, assignments, structure, course information, etc.
- Reformat curriculum to ensure that each course follows the standard template

Adult Degree Completion and Graduate Textbook Management
- Act as liaison between outside textbook vendors and the ADC and graduate departments
- Have knowledge of textbook vendor deadlines, policies and procedures, ensuring the ADC and graduate departments are in compliance
- Provide accurate textbook information to outside textbook vendor for all ADC and grad courses
- Ensure course materials are provided for select ADC courses

Oversee Creation and Administration of ADC synchronous online courses
- Ensure synchronous courses are properly set up with Zoom
- Oversee student workers in assisting with synchronous online tech support for students/faculty

Provide logistical leadership and support for assigned events
- Oversee logistics for New Student Orientation (6X per year), ADC Student Appreciation Week (3X per year), and Spiritual Formation Retreats (3X per year)
- Provide support for additional events including: Grad New Student Orientation (3X per year), Grad Student Appreciation Week (3X per year), Celebration Dinner (2X per year), and ADC degree program connection events (9X per year)
- Manage ADC and grad promotional item inventory

ADC Administrative Support
- Provide general administrative support to ADC/grad adjunct faculty and Director of Adult Degree Completion and Grad Academic Operations
- Assist in supervising student workers
- Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelor’s degree required

REQUIRED KNOWLEDGE:
• Successful candidate will be detail-oriented, highly adaptable, motivated, with knowledge of LMS and technology in higher education best practices
• Must have advanced experience using LMS, Excel and Google Drive, Docs and Sheets.
• Background in technology, instructional design, or contract management a plus
• Three years' experience working in administrative role

SKILLS/ABILITIES:
• Experience working with LMS, databases, Excel, and computer based systems
• Excellent interpersonal, oral, and written communication are essential
• Successful candidate will be highly efficient, organized and detail-oriented

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.