



Type: Learning Management System Administrator (Volunteer)

Barber-Scotia College
Concord, North Carolina, United States (Hybrid)

Job Summary:

This role will serve as the Learning Management System Administrator; you will manage and optimize our Populi LMS to support our organization's educational and training needs. You will work closely with the IT team, instructional designers, and educators to ensure that the LMS effectively supports course delivery, user experience, and data management. This position requires in-depth expertise in Populi administration and server management. The System Administrator reports to the Associate Provost.

The Learning Management System Administrator exists to provide leadership and extensive technical experience and participate in the day-to-day implementation, administration, and maintenance of the College's learning management systems.

Job Duties:

- Administer, configure, and maintain the Populi LMS (until switching to Canvas), ensuring optimal performance and availability. - Manage user accounts, permissions, and course enrollments.
- Collaborate with instructional designers and educators to ensure the LMS meets the curriculum and training requirements.
- Implement and maintain data backups, security, and access controls to protect user data and maintain system integrity.
- Troubleshoot and resolve technical issues, including server, database, and application related problems.
- Monitor system performance, assess usage statistics, and generate reports for performance optimization.
- Keep abreast of Populi (Canvas) updates and security patches, applying them as necessary.
- Assist in the planning and execution of system upgrades and migrations.
- Provide technical support and training to staff and faculty on LMS usage and best practices.
- Collaborate with IT colleagues to ensure seamless integration of the LMS with other systems and applications.



- Stay up-to-date on industry trends and technologies related to eLearning and LMS platforms.
- Assist in the maintenance of data center infrastructure
- Provide expert-level technical leadership
- Participate in a 24x7 on-call system administrator rotation
- Leverage experience and judgment to accomplish goals with a minimal degree of supervision; exercise independent decision making as appropriate
- Provides project and personnel leadership, either formally or informally; may be required to supervise staff

Health & Safety: All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. Therefore, all staff must adhere to the College's Health, Safety, and Environmental policies & procedures.

DISCLAIMER: *The above statements are designed to indicate the general nature and level of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities.*

Essential Skills:

- Proven experience in administering and maintaining Populi-based Learning Management Systems (Canvas, Sakai, or other similar open-source LMS acceptable)
- Knowledge of eLearning standards (i.e., SCORM, LTI)
- In-depth knowledge of PHP, MariaDB, and Apache web server or similar technologies
- Familiarity with web technologies such as HTML, CSS, JavaScript, and XML
- Experience with system monitoring and performance tuning
- Working knowledge of TCP/IP networking
- Strong problem-solving and troubleshooting skills
- Excellent communication and interpersonal skills
- Ability to work collaboratively with diverse teams

Education:

Minimal Qualifications: Completion of secondary education (high school) or equivalent

Preferred Qualifications: Bachelor's degree in Computer Science, Information Technology, Information Systems, or related field



Experience:

Minimal Qualifications:

- Five to seven years of system administration
- Design, planning, and implementation of at least one major system or service
- Project lead of the implementation of at least one major project or service

Preferred Qualifications:

- More than ten years of system administration demonstrating increasing levels of responsibility and leadership
- Knowledge of digital accessibility and WCAG 2.1 AA requirements
- Direct management of one part-time or full-time technical staff member
- Project lead or manager on the implementation of multiple concurrent major projects or services

Physical Demands:

The physical demands characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Instructions to Applicants: An equal opportunity/affirmative action employer, Barber-Scotia actively seeks and encourages applications from minorities, women, and people with disabilities.

All offers of employment are subject to the applicant successfully passing a background check (including, but not limited to, employment verification, educational and other credential verification, and criminal records).

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Salary:

This position is currently unfunded. **Volunteer** status at this point; however, with increased student enrollment, this will change.