

Instructional Technology / LMS Coordinator

Position Summary

The Instructional Technology / LMS Coordinator is responsible for managing and supporting the College's Learning Management System (LMS) and instructional technology initiatives. This role ensures compliance with **TRACS accreditation standards** through the development of IT policy and procedure training modules within the LMS. The coordinator will also provide support for faculty onboarding, training, and student digital learning initiatives to strengthen teaching and learning across the College.

Key Responsibilities

- Create, maintain, and update **LMS-based IT policy and procedure training modules** to ensure compliance with TRACS accreditation requirements.
- Support **faculty onboarding and professional development**, particularly in the effective use of instructional technology and LMS tools.
- Collaborate with faculty to integrate digital resources into courses and improve the online/hybrid learning experience.
- Provide technical and instructional support for **students' digital learning initiatives**, including orientation to the LMS.
- Troubleshoot LMS-related issues, manage system updates, and serve as the liaison with the LMS vendor/provider.
- Develop user guides, FAQs, and training resources for faculty, staff, and students.
- Monitor and evaluate the use of instructional technology to recommend improvements and emerging best practices.
- Ensure digital learning resources and LMS content meet **accessibility and compliance standards**.

Qualifications

- Bachelor's degree in Instructional Technology, Education, Information Systems, or related field (Master's preferred).
- Experience with **LMS administration** (e.g., Canvas, Blackboard, Moodle, Populi, or similar).

- Knowledge of instructional design principles and technology-enhanced learning practices.
- Strong understanding of **accreditation standards (TRACS or similar)** as they apply to digital learning and compliance.
- Excellent communication, training, and problem-solving skills.
- Ability to manage multiple projects and work collaboratively with faculty, staff, and students.

Preferred Skills

- Experience in **higher education** settings.
- Familiarity with **online learning technologies** such as video conferencing, lecture capture, and multimedia tools.
- Knowledge of accessibility requirements (e.g., ADA, WCAG standards).

Working Conditions

- On-site position at Barber-Scotia College, with possible hybrid flexibility for LMS administration.
- Occasional evenings or weekends may be required for faculty training sessions or system maintenance.