



Senior Systems & Learning Management System (LMS) Administrator

The Senior Systems & LMS Administrator/eLearning provides implementation, management and technical oversight of the Learning Management System (LMS). Manages technical and functional integrations of related software with appropriate vendors, other technical staff and the eLearning team. Plans, develops and delivers technology-enabled learning environments and collegewide instructional and academic technologies. Provides day-to-day operations of system integration, data synchronization, tool configuration and implementation and updates for eLearning-managed systems.

This position may be eligible for Flexible Work Arrangements under [College Procedure 2.0010](#).

Required Qualifications

1. Bachelor's degree from an accredited institution in computer science/instructional technology or related field.
2. Three years of experience in Learning Management System course and server operations.

Desired Qualifications

1. Master's degree from an accredited institution in computer science/instructional technology or related field.
2. Five years of experience in an LMS (e.g. Canvas) and server operations.
3. Two years of experience with project management.
4. Two years of experience with scripting in a query language (e.g. SQL or Python) and database management.

Knowledge, Skills & Abilities

1. Ability to use appropriate technology to organize, synthesize and communicate data.
2. Ability to contribute individual expertise to the overall strategy, culture and success of the College.
3. Ability to analyze and use assessment data from diverse instructional areas.
4. Ability to accomplish objectives.
5. Ability to successfully develop and maintain collaborative relationships with all levels within and external to the College.
6. Project management skills.
7. Excellent MS Office suite skills, including Word and Excel.
8. Critical thinking skills; ability to deal with ambiguity, resolve complex problems and effectively manage projects.
9. Excellent verbal and written communication, presentation and interpersonal skills.
10. Ability to exhibit a professional, courteous demeanor.
11. Committed to working in a multi-cultural environment.

Ready to join our team of talented faculty and staff and Go State. Go Far?

Visit seminolestate.edu/hr/jobs?id=104316 and complete the online application and attach all required documents by **11:59 p.m. on Nov. 9, 2021**.

WE'RE HIRING

What We Offer

Seminole State College offers an attractive benefits package including:

- Annual salary is \$65,942 and may be commensurate with experience and degree exceeding the required qualifications.
- Employee health, dental and life insurance coverage.
- Generous paid leave benefits including vacation and sick days.
- Tuition reimbursement and professional development opportunities.
- Nine annual paid holidays.
- Paid leave during Winter Break and Spring Break, and a four-day condensed workweek during the summer (may not be applicable to all departments).
- Participation in the Florida Retirement System with several retirement options. The College pays a percentage toward retirement, based on the employee's selected plan.

