

Institutional Technology Coordinator/ Blackboard Administrator

BridgeValley CTC invites applications for the position of Institutional Technology Coordinator/ Blackboard Administrator. This position provides technical support for BTG consortium-level technology projects, including prior learning assessment and career planning portal development and analytics implementation. This position is responsible for the technical administration of the Blackboard Learning Management System (LMS) and collaboration with all college departments to ensure the LMS remains continuously operational and capable of meeting college-wide program goals. The position works with key internal and external stakeholders across the higher education community, to further the vision and plan for the application of learning management systems. This position operates within a fast-paced, collaborative team environment centering on cyclical activities.

POSITION: Institutional Technology Coordinator/ Blackboard Administrator
Full-time, benefits eligible, partially grant funded, 12-month faculty, instructional specialist position

QUALIFICATIONS: **Minimum**

- Master's degree (preferred) or a Bachelor's degree (required) in computer science, IT, instructional technology, or a related field, with proven experience in the Information Technology field.
- 3 year's' experience working in IT, data management, course management or related field
- Experience with web-based course management systems (preferably Blackboard).
- Strong analytical skills in identifying technical problems.
- Experience with one of more of the following: X/HTML, CSS, JavaScript (DHTML), Java, XML, Structured Query Language (SQL) or equivalent.
- Experience in technical writing and/or editing of documents.
- Basic understanding of instructional design principles, practices and/or theories.
- Excellent oral, written and interpersonal communications skills, including the ability to explain technical concepts in non-technical terms.
- Excellent customer service and support oriented-approaches to interaction.
- Ability to work effectively and collaboratively in a fast-paced, highly dynamic, team environment.
- Teaching and responsiveness to student and institution needs.
- Excellent organizational skills; ability to manage and meet deadlines.
- Ability to interpret client needs and produce instructional materials.
- Proven ability to continually adapt and learn new procedures and tools.
- Ability to work independently to diagnose and solve varied problems.
- Ability to support the development, testing, and implementation of new systems, including analyzing access, information, and security requirements;
- Comprehensive knowledge of current learning and instructional theories and principles applicable to eLearning for traditional and non-traditional students.
- High level of expertise with tools that facilitate the design of instructional materials (i.e., storyboards, flow charts, assessments).
- Basic familiarity with instructional development tools such as HTML & HTML editors, web management tools (e.g. Joomla, WordPress) productivity software (word processors, spreadsheets, databases and presentation tools), multi-media (graphics, animation, audio, and video) development software, lecture capture, etc.
- Knowledge of emerging technologies applicable to teaching and learning.
- Basic knowledge of streaming audio and video, compression methods, file types, and formats.
- Familiarity with graphic design elements appropriate for on-line instruction.

Preferred

- Blackboard Certification for GUI Administrator - Course Delivery (or equivalent experience).
- Blackboard Certification for GUI Administrator - Community Engagement (or equivalent experience).
- Blackboard Certification for GUI Administrator - Content Management (or equivalent experience).
- Three (3) years of recent experience working as a Learning Management System administrator.
- Extensive knowledge with the server administration of Blackboard Learn.
- Experience in timeline and project management and/or implementation of business and functional requirements.
- Knowledge of web accessibility issues.
- Knowledge of standards (i.e., IMS, SCORM, LTI) and their implementation.

DUTIES/RESPONSIBILITIES: Duties and responsibilities for project deliverables are stated in the Bridging the Gap grant. This position provides technical support for consortium-level technology projects, including prior learning assessment and career planning portal development and analytics implementation. Other duties include:

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- Works with the Information Technology Program coordinator to implement necessary technical changes to support consortium projects.
- Assists with project related assessments, accrediting reports and execution of professional development activities in support of the BTG grant. Responsible for the technical side of implementation. Responsible for testing products as they are developed.
- Keeps informed on relevant projects and activities at other higher education institutions and in other states that can improve the success of the BTG Consortium
- Analyzes data and completes reports associated with the grant in a timely manner
- Maintains the hosted Blackboard Learn system to support online learning.
- Integrates (plans, tests, and implements) new technologies, including Blackboard Learn updates and third-party products and building blocks through the development of test cases and benchmarks to ensure proper functionality.
- Works with Help Support staff to serve as an escalation contact for support issues, including interactions with Blackboard Learn and other vendor support services.
- Monitors system usage and generates reports for institutional assessment and data-driven decision making.
- Provides knowledge transfer of Blackboard Learn skills to instill current and future support.
- Investigates new technologies and software as part of the process of recommending improvements to various systems and applications.
- Upgrades system by conferring with vendors and services; develops, tests, evaluates, and installs enhancements and new software.
- Updates job knowledge by tracking emerging technologies.
- Performs other duties as assigned.

SALARY: Commensurate with experience and education

ADDITIONAL INFORMATION: This position is based in South Charleston; however, travel to both campuses may be necessary. Occasional evening and/or weekend work may be required

TO APPLY: **Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:**

Human Resources
BridgeValley Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303

Electronic application materials in the form of doc, docx, rtf, or pdf are preferred and may be sent to HR@BridgeValley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex national origin, age disability, or veteran status in its employment, programs, activities.

Please contact the Human Resources office at 304-205-6606 if you need assistance or reasonable accommodation in the hiring process.