



EMPLOYMENT OPPORTUNITY

LEARNING MANAGEMENT SYSTEM ADMINISTRATOR

The University of Divinity seeks to recruit a Learning Management System Administrator to commence immediately. This is a full-time fixed-term role within the Office of the Vice-Chancellor.

APPLICATIONS

Closing date for applications:

5pm Thursday 21 September 2017

Applications must include:

A cover letter addressing the selection criteria
A curriculum vitae
Contact details for three referees

Send applications electronically to:

Anjali Antoniotti, aantoniotti@divinity.edu.au

The University of Divinity
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www.divinity.edu.au
CRICOS 01037A

POSITION DESCRIPTION

LEARNING MANAGEMENT SYSTEM ADMINISTRATOR

About the University

The University of Divinity is established by the *University of Divinity Act 1910* of the Parliament of Victoria. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches in an extraordinary example of cooperation across diverse institutions. The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are fifteen permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne's inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University's main research library, the Dalton McCaughey Library.

For more information please see www.divinity.edu.au.

About the Learning Management System Administrator

This position is a fixed-term twelve month position available for immediate commencement.

The Learning Management System Administrator reports to the Director of Learning and Teaching and supports the use of contemporary educational technology to deliver excellent student learning outcomes.

The Learning Management System Administrator supports the Colleges and their teaching through maintenance of the Learning Management System, building effective relationships with key service providers, providing training and high-level support that engages users, and assisting in the implementation of new educational technologies.

The University's Learning Management System (Moodle) has been operating in its present form for over three years. It integrates tightly with the Student Management System (Paradigm) to ensure automatic registration of users, courses and enrolments, and with a range of other related systems (hosted cloud vendors).

This new role provides a rare opportunity for the successful applicant to drive improvements to the Learning Management System, to build ownership of the system throughout the University, and to engage users in the possibilities of online support for outstanding learning outcomes. Although this is a full-time advertisement, part-time candidates are encouraged to apply.

POSITION DESCRIPTION: LEARNING MANAGEMENT SYSTEM ADMINISTRATOR

1. Key responsibilities

- 1.1 Support the University's Learning Management System and related products, including Moodle, BigBlueButton, eXplorance, Turnitin
- 1.2 Build ownership of the qualitative and quantitative aims of the Learning Management System
- 1.3 Proactive co-ordination of the Learning Management System to maintain a high level of user trust and confidence
- 1.4 Production and maintenance of Learning Management System administrative processes and procedures
- 1.5 Delivery of Learning Management System training and advice to Colleges
- 1.6 Resolution of day-to-day issues relating to the Learning Management System platform including authentication and integration processes for related systems (especially the Student Management System and the Library Hub)
- 1.7 Manage relationships with external vendors on behalf of the University
- 1.8 Provide regular reports including usage data and client support
- 1.9 Provide advice and support on system upgrades and user acceptance testing
- 1.10 Contribute to the adoption and integration of new techniques, functionality and technologies into learning and teaching processes

2. Key working relationships

The Learning Management System Administrator:

- 2.1 Reports to the Director of Learning and Teaching
- 2.2 Supports the Academic Resources Committee
- 2.3 Works closely with academic and administrative staff located in the Colleges and the Office of the Vice-Chancellor

3. Selection criteria

Essential

- 3.1 Minimum two years experience in use and management of educational technology, including Moodle and Turnitin
- 3.2 Experience in the troubleshooting of integration between Learning Management Systems and other systems
- 3.3 Demonstrated ability to provide innovative, reliable solutions to complex problems
- 3.4 Proven ability to work with a team and with a number of individual users
- 3.5 Strong communication skills

Desirable

- 3.6 Experience in learning media production
- 3.7 Tertiary qualifications in IT, business or education

4. Key Performance Indicators

Ongoing and annual KPIs will be negotiated with the successful candidate.

5. Terms and conditions

The Learning Management System Administrator is a full-time (1.0 FTE) position based in Kew, Victoria. This is a 12 month fixed-term appointment, subject to satisfactory performance. The position is remunerated on the University's salary scale at HEW 5.3 (\$70,555 as at 1 January 2017 plus 15% superannuation).