Canvas LMS Administrator/Instructional Designer

Position Title: Canvas LMS Administrator/Instructional Designer

Position:

Southwestern Christian University is seeking a Canvas LMS Administrator/Instructional Designer. Candidates with a background in LMS administration and instructional design are encouraged to apply. Review of applications will begin immediately. Preferences will be given to those who hold a Bachelor's degree or equivalent experience and certification, and whose background and experience match the instructional needs, mission, and vision of the university. This position is full-time. Some travel as well as weekend work may be required.

Responsibilities:

Canvas LMS Administrator Duties:

- Work closely with the Director of Online Learning to develop short-term and long-term goals for technology-enhanced teaching and learning at CCS in undergraduate, graduate, certificate, and continuing studies programs;
- Maintain a positive, empathetic, and professional attitude toward students and colleagues at all times
- Respond promptly to student and employee inquiries
- Acknowledge and resolve student and faculty complaints relating to Canvas
- Oversee Canvas LMS for SCU campus
- Engage the use of CSV uploads and AP1 calls to drive automation & standardization. This includes administering a weekly CAMS/Canvas sync & also syncs as needed/requested.
- Coordinate with the registrar and other information systems to ensure course shell, term, and section creation occurs in tandem with key academic calendar dates
- Configure and manage technical settings to ensure Canvas is customized to meet the needs of end users across academic departments
- Administer the integration of 3rd party tools and vendors through coordination with integration lead and developers as needed, i.e. – Turnitin, Textbook Publishers, etc.
- Manage user account creation, roles and permissions for all technology platforms used by SCU
- Serve as a point of escalation for LMS data troubleshooting including student grades, progress, submissions, and basic integrations
- Communicate with the SCU campus regarding any Canvas issues and/or updates
- Assist the Registrar with extracting accurate reports relating to campus enrollment statistics
- Assist the Director of Financial Aid with accurate student records relating to course grades, attendance, graduation, enrollment changes, or other data relevant to institutional reports

University Assessment Duties:

- Coordinate Academic Assessment Data Collection: Gather and compile assessment data from Canvas and other instructional platforms to support institutional effectiveness; ensure timely delivery of data to the Office of the Vice President of Academic Affairs.
- Facilitate Assessment Compliance: Monitor assessment practices across academic departments; collaborate with the Office of the VPAA to ensure consistent data collection and adherence to university-wide assessment protocols

Instructional Designer Duties:

- Work with content experts (faculty) to develop courses within Canvas.
    - This includes but is not limited to:
        1. Framework creation
        2. Course objective creation
        3. Assignment creation that shows alignment with course objectives
        4. Building all content within Canvas
        5. Following online learning best practices
        6. Following accessibility best practices
- Provide guidance to faculty for best practices within Canvas and for online learning.
    - This includes but is not limited to:
        1. Technology and/or Textbook integration
        2. Assignment Creation
        3. Quiz Creation
        4. Google Meets or Video Creation and Usage
        5. Google Docs Creation and Usage
- Convert course content into various formats as needed
- Assist faculty with any course questions/needs
- Provide leadership for curriculum review/development
- Support the course design and production process with interactive content for the program curriculum.
- Conduct training and facilitation of subject-matter experts on the processes and tasks associated with program and course design and development
- Research emerging technology and report back to relevant audiences
- Interpret and apply the provisions of the Americans with Disabilities Act (ADA) as it applies to students and employees. Develops policies and procedures that ensure compliance and works with students, managers, and employees in meeting the identified needs.

Qualifications:

- Applicants must have a Bachelor's degree from an accredited institution, or equivalent experience and certifications
- At least 1 year of instructional design or curriculum building experience
- Some HTML expertise required, CSS expertise preferred
- Experience with security and privacy along with production systems & platforms
- Working knowledge and the management of CSV files
- Experience with database software, Excel, and data analytics tools
- Excellent interpersonal, initiative, teamwork, problem-solving, & independent judgment, organization, communication (verbal & written), time management, and presentation skills
- Strong professionalism and customer service skills
- Applicants must be a committed Christian who honors Pentecostalism and the Wesleyan Holiness tradition and who are supportive of the educational mission of the University and its heritage.

Preferred:

- 3-5 years experience with LMS administration
- 2+years Canvas administration preferred
- 2+years instructional design experience
- Some SQL knowledge and experience

Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

Closing Date of Search:
   Until the position is filled.

Contact:
Office of Human Resources
PO Box 340
Bethany, OK 73008
hr@swcu.edu
405-789-7661

Compensation:
Salary range is $40,000 - $45,000 and dependent on education and experience.

Application Requirements:
To be considered as a candidate, the applicant must submit the following documents and information:
   1. Letter of interest
   2. Vitae
   3. Unofficial Transcripts (if selected for the position, official transcripts will be required)
   4. Names, addresses, email addresses, and telephone numbers of at least three references
   5. Statement of your understanding of the relationship between the integration of Christian faith and your discipline of study
   6. Brief statement of personal faith journey and church involvements

Mission:
Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

Accreditation and Affiliation:
Southwestern Christian University is accredited by the Higher Learning Commission and affiliated with the International Pentecostal Holiness Church.