

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Academic Consultant (Technology Services-Media)

Date: September 9, 2015

Status: Full time; Exempt

SUMMARY:

Through close working relationships with faculty, and by supporting the Learning Management System (Canvas), the Academic Consultant helps to maximize teaching and learning at Logan. The Academic Consultant will administer the LMS and provide faculty with technical support, guidance, training and instruction in best practices for using the available teaching tools. The Academic Consultant will also research and evaluate emerging technologies for their ability to enhance student learning, and assist with the implementation of new services.

The Academic Consultant will have experience managing educational technology systems, a broad understanding of the educational technology environment, a passion for teaching and learning, and the ability to communicate complex information clearly while building strong professional relationships with faculty. The Academic Consultant will work under the guidance of the Senior Academic Consultant to support the educational technology being used to enrich teaching and learning at Logan, and will facilitate communication and coordinate relationships with all technical staff and departments to ensure the continuing effective delivery of technical services for teaching and learning.

The specific duties include:

1. Administering the Canvas learning management system – importing/exporting data, configuring options, diagnosing and resolving issues and ensuring consistent and standard practices through effective LMS administration.
2. Train and support faculty in the regular use of Canvas and other educational technologies for teaching and learning.
3. Demonstrate a commitment to excellent service and the development of productive working relationships with all users.
4. Develop and effectively communicate policies and best practices for the use of Canvas and other educational technology to facilitate teaching and learning.
5. Learn ExamSoft and other educational technologies to be able to provide additional support resources or coverage for the Senior Academic Consultant.
6. Maintain deep functional/domain knowledge of the Canvas system and currency/fluency with other educational technologies and with industry trends.
7. Research and evaluate emerging technologies, working collaboratively with the Senior Academic Consultant to develop new technology-focused models for instruction.

COMPETENCIES: To perform the job successfully, the individual should have strong information technology skills and significant knowledge of teaching with technology, along with excellent interpersonal and problem solving skills. The individual must be able to quickly learn to use new technologies, react well under pressure, have good project management and documentation skills, and be able to complete projects on time and within budget.

QUALIFICATIONS: To perform this job successfully, an individual must have the correct qualifications and be able to perform the essential duties satisfactorily.

- A Bachelor's degree in Educational Technology or a similar field (Masters preferred).
- Experience as a Learning Management System administrator (preferred), ideally with the Canvas learning management system.
- Experience in teaching and/or training with technology. Instructional Design (preferred).
- Exceptional customer service and communication skills with the ability to manage relationships among a large and diverse group of stakeholders and identify strategic needs.
- Experience successfully supporting higher education faculty with educational technology, and training them in best practices for the use of technology to support instruction.
- Experience in the design and delivery of training workshops for faculty and the development of instructional resources for teaching and learning.
- Experience troubleshooting and solving complex technical and instructional problems in online and face-to-face classroom environments.
- Demonstrated ability to research, evaluate, design, deploy and support appropriate technology solutions to meet educational needs and objectives.
- Experience managing educational technology software and/or hardware.
- Ability to work effectively with general supervision.

Certificates, Licenses and Registrations: None required.

Other Qualifications: Must be available for occasional weekend work.