

eLearning Integration Analyst
Embry-Riddle Aeronautical University

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Posted Apr. 15, 2019, expired Aug. 15, 2019

Job Title eLearning Integration Analyst

Department Department of Online Education. The

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Apr. 15, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Information Technology

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Job Description

eLearning Integration Analyst - (190247)

Description

Embry-Riddle Aeronautical University - Worldwide announces an exciting opportunity in the Department of Online Education. The Integrations Specialist is responsible for the evaluation of 3rd party tools, websites, and applications that are either being considered for or already in use in Worldwide courses. The evaluation process includes, but is not limited to, product research, sustainability review, security evaluation, accessibility, and maintenance of a database of available tools. The specialist will maintain a process for the evaluation of these tools, provide recommendations for their implementation, and work with other teams to identify a process for training and support.

Responsibilities Include:

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Research, test, evaluate, conduct quality checks, and provide report summaries and recommendations for future technology innovations, both in writing and in formal presentations to leadership. The job focuses heavily on the evaluation and in depth testing of proposed and newly adopted third-party technology integrations as well as identifying accessibility, technical and security concerns. This includes but is not limited to establishing technical workflows and support plans, maintaining the Canvas Tool Review process and form, and serving as a resource for other staff members and faculty for tools integrated within Canvas. Work closely with other Online Education and University level departments, when applicable, on the implementation of new tools or integrations. Work with vendors, IDD, training, and the Director and/or Associate Director of Academic Technology to coordinate training, pricing models, and implementation. This person will also be responsible for the creation and maintenance of HTML documentation associated with new tools.

Report trends, possible proactive measures, and recommend emerging academic technologies that support the strategic direction of the University. Work with Embry-Riddle's IT Department and Learning Management System administrators to troubleshoot system problems. Remain up to date on the trends, standards, and information technology security standards in online learning.

Qualifications

Required Qualifications:

Bachelor's degree (Area of study: Library Science preferred)
(3-5) years of work related experience

Required Skills, Knowledge, Abilities:

A high level of attention to detail and organizational skills

Must possess effective presentation skills to present findings and concerns to leadership and other stakeholders, be able to work effectively in a team environment with colleagues from across the university and have a basic awareness of online security and accessibility.

Highly developed interpersonal and effective communication skills (customer service) are required, including the ability to communicate and support effectively in person, telephone and electronic mail.

The position requires exceptional research skills and attention to quality.

Technical aptitude and skills required include experience and knowledge regarding online learning management system(s) (Canvas preferred), LTIs and APIs, web development (writing basic HTML), web video conferencing software (Adobe Connect preferred) and an understanding of computer hardware, peripherals such as web cameras, browsers, and operating systems.

Must have demonstrated competence with Microsoft Office 365 and web development applications.

Experience supporting web browsers and how they interface with applications is required.

Must have the ability to learn new things and keep up with the pace of technology.



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Experience working in educational field preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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