

Learning Management System (LMS) Administrator,  
Office of Computer and Information Services  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=223338>

Downloaded On: Sep. 16, 2024 8:44am

Posted Oct. 11, 2023, set to expire Sep. 18, 2024

<b>Job Title</b>	Learning Management System (LMS) Administrator, Office of Computer and Information Services
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 11, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Systems-Administrator--Office-of-Computer-and-Information-Services_R1257-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Systems-Administrator--Office-of-Computer-and-Information-Services_R1257-1</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Office of Computer and Information Services

Learning Management System (LMS) Administrator

Under the supervision of the Managing Assistant Director III, the Learning Management System (LMS) Administrator (Professional Services Specialist III, Computer Services) is responsible for performing basic professional functions using established policies, procedures, precedents, and guidelines; does related work as required. The primary function of the System Administrator will be to support the university's learning management system (Blackboard/Canvas) production database as well as other supporting systems. This position is based at the Union, NJ campus but supports other campus locations in New Jersey and China. *This is not a remote position and requires a physical presence on campus as determined by the Supervisor. This position requires travel and a flexible schedule including evening and weekend hours. This is not a remote position and requires a physical presence on campus as determined by the Supervisor.*

Qualifications: Graduation from an accredited college with a Bachelor's degree is required. Two (2) years of experience in an LMS admin role or one or more combination of the following: systems administration, data processing, installation and maintenance of application programs, technical support, and/or design and preparation of programs is required. Applicants who do not possess the required education may substitute experience on a year for year basis. A Master's degree may be substituted for one (1) year of the required experience. Preferred qualifications include: A Bachelor's degree in IT, Computer Science or related field and at least five years of experience in technical support including Systems Administration; Experience with Learning Management Systems such as Blackboard/Canvas and Ellucian; Learning Management Systems Migration experience; Higher



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Education setting experience including evaluating and documenting LTI integrations, implementing and supporting SIS-Canvas integrations, providing tier-2 support for Canvas, custom applications, and integrated systems, collaborating with instructional designers, faculty, and students, and having experience with ticketing systems, templates, quizzes, placement tests, and other LMS functions. Knowledge of change management, data governance, and security best practices and experience with Zoom, Respondus, Turnitin, Adobe, Simple Syllabus, Pearson, or other publishers is also preferred.

The selected candidates will be required to pass a four (4) month Working Test Period to become eligible for a regular appointment.

New Jersey SAME Program Applicants: If you are applying under the NJ State as a Model Employer of People with Disabilities (SAME) Program, your supporting documents (Schedule A or B Letter) must be submitted along with your resume by the closing date indicated above. For more information on the New Jersey SAME Program, please visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [Same@csc.nj.gov](mailto:Same@csc.nj.gov) or contact our Kean Recruiting Team at [SAME@kean.edu](mailto:SAME@kean.edu).

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

**In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A.**



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of our [Reasonable Accommodations Policy & Procedures](#).

### **Diversity & Non-Discrimination Statement**

**Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.**

### **EEO/AA Statement**

**Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.**

### **Contact Information**

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

### **Contact**