

## **LMS Specialist**

### **Authority**

The LMS Specialist works under the direct supervision of the Principal of Wapaskwa Virtual Collegiate.

### **Purpose**

The WVC LMS Specialist will be responsible for overseeing the management, administration, and integration of all educational technology systems that specifically impact the Wapaskwa Virtual Collegiate, working in alignment with the eSystems specialist from the DLE. The LMS Specialist brings into line the WVC organizational unit with newly added MFNERC org units and has a unique role that spans administration, application, research and training in order to achieve and advance eLearning programming with Wapaskwa Virtual Collegiate. The LMS Specialist leverages tools and technologies appropriate for a variety of eLearning delivery methods for instruction that is mainly housed in the Learning Management System, with tools and peripherals that integrate to build a cohesive system that include web conferencing, video management system, interactive simulations, mobile learning, and other blended course strategies. The LMS Specialist contributes to research, integration, and implementation of any new or emerging technologies to the existing digital environment, including workflows and training.

### **Specific Responsibilities**

1. Co-manages the unit's instance of the LMS (Desire2Learn):
  - Leads course creation and file maintenance;
  - Maintains integrity of course files and structure and copies course instances as required;
  - Enrolls and manages user permissions;
  - Collaborates with Digital Learning Environment Team on the installation of third-party software;
  - Troubleshoots in-house issues;
  - Escalates issues, where necessary to Desire2Learn HELP desk.
  
2. Manages the unit's Web Conferencing Tools:
  - Administrates Adobe Connect
    - Applies upgrades, manages files and user accounts;
    - Works with MFNERC System Administrators on hosting, rebooting and troubleshooting of local instance of Adobe Connect;
    - Ensures connectivity is optimized and makes recommendations for WVC users;
  - Administrates Bongo Virtual Classroom
  - Implements recommended web conferencing tools, may include Microsoft Teams.

3. Manages the unit's Interactive Learning Objects (video and other Web 2.0 tools):
  - Administrates the Kaltura Management Console (KMC)
    - Manages 10,000+ video assets;
    - Manages files, settings and user accounts;
    - Troubleshoots in-house issues;
    - Escalates issues, where necessary to Kaltura HELP desk.
  - Administrates Bongo Video Assignments
  - Researches and administrates Web 2.0 tools
    - Manages and makes recommendations on the implementation and management of numerous Web 2.0 tools and technologies.
4. Troubleshoots issues with unit staff on numerous eLearning applications and tools, including:
  - LMS (Desire2Learn);
  - Web Conferencing Tools (Adobe Connect, Bongo, and Microsoft Teams);
  - Student Information System (SIS);
  - Kaltura Video Platform;
  - Various Web 2.0 tools;
  - Adobe Dreamweaver and HTML CSS templates.
5. Oversees the Technical Aspects of Course Development Practices and Procedures:
  - Collaborates and coordinates with unit staff aligning technical and academic course development processes to reach established course standards and procedures;
  - Communicates and trains course developers in technical aspects of course creation, troubleshoots and supports staff in the required processes;
  - Develops HTML templates and custom learning objects as required.
6. Researches various aspects of eLearning:
  - Researches, evaluates and tests the constantly evolving eLearning systems and technologies;
  - Oversees the ongoing research and makes recommendations toward the implementation of new technologies into the WVC workflow;
  - Pursues continuous professional growth to stay current within the field.
7. Performs other job-related duties as assigned.

## **Qualifications**

### **Education & Experience**

- Post-secondary diploma or degree, with coursework in education, information technology, graphic design, instructional media, or related fields; will consider any related experience;
- Minimum of three years of experience in web-based instructional education design and delivery;

- Knowledge of principles and methods for curriculum and training design;
- Experience administering an LMS (certification in Desire2Learn preferred);
- Advanced understanding of Web design technologies, such as HTML programming, CSS, JavaScript, HTML5, and other web development tools;
- Advanced technical and computer skills with ability to acquire new skills and knowledge quickly and easily, proficient using various software and systems including full suite of Microsoft Office products, Internet, email, file management;
- Strong working knowledge of Adobe Creative Suite including Dreamweaver, Photoshop, Illustrator, and Flash;
- Advanced technical and computer skills with the ability to acquire new skills and knowledge quickly and easily, proficient using various software and systems including Microsoft 365 apps;
- Experience with multiple eLearning apps, tools, and practices with the ability to make recommendations (Adobe Connect, Kaltura preferred);
- Ability to manage various projects in a fast-paced, deadline-driven environment;
- Ability to learn and implement new technologies as needed;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Excellent verbal and written communication skills in technical and plain language writing;
- Demonstrated commitment to high-quality work;
- Well organized with attention to detail and follow-through;
- Professional behaviours that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Experience working with First Nations in the field of education would be preferred;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nation communities;
- Fluency in a First Nations language is considered an asset;
- Valid Class 5 Driver's License;
- Flexible to travel occasionally to MFNERC member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Monday, October 4, 2021** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.