JOB TITLE: Elearning Specialist  
Staff Bargaining Unit

DEPARTMENT: eLearning

POSITION STATUS: Full-time (35 hours/week)  
OSSTF Support Staff Union

SUPERVISION RECEIVED: Associate Vice President - Academic

SUPERVISION EXERCISED: Student Assistants

PRIMARY FUNCTIONS:

A. Learning Management System (LMS) Management 25%
B. Training and Development 50%
C. Instructional Design/Multimedia Activities 25%

Total 100%

RESPONSIBILITIES:

A. Learning Management System (LMS) Management

- Prepare LMSs for the start of each term, including but not limited to:
- Update Getting Started and Instructor Start Here modules on Brightspace
- Review masters for term readiness (remove specific dates or other references that are outdated, check for broken links, etc.) on Brightspace
- Upload master courses into term course instances on Brightspace
- Use Intelligent agent to notify instructors of course availability and key term dates on Brightspace
- Review and update Moodle course template for term readiness (adjust dates, remove/add content, etc.)
- Update Instructor Orientation courses on Moodle and Brightspace (adjust template availability dates, course visibly dates, etc.)
- Enrol new faculty into the Orientation courses on Moodle and Brightspace


ALGOMA UNIVERSITY JOB POSTING

- Assist LMS Support Agent with manual tasks such as instructor enrollments, course merges, course visibility and cancellations when automation is not available
- Provide tier two support for faculty in the use of the LMSs
- Develop and implement processes and procedures as they relate to the implementation of and maintenance of the LMS
- Leverage the use of the LMSs to improve student learning experience
- Migrate, upload, and integrate content from/to various platforms with considerations of digital functions
- Manage the Moodle Dashboard for faculty and students (add announcements, update blocks, etc.)
- Create and maintain innovative resources to maximize effective use of all aspects of LMS functionality

B. Training and Development

- Adapt and create training materials for faculty and students to build capacity in various modes of course delivery including synchronous, asynchronous and a combination of both on topics such as best practices, instructional design strategies and educational technologies
- Leverage internal and external expertise and resources to build capacity for technology enhanced learning
- Develop and maintain Teaching and Learning Centre website; leverage as an online learning knowledge hub for faculty and students
- Create promotional and educational materials for prospective students related to the use of the LMSs
- Train and guide faculty on the integration of multimedia assets and use of digital materials through one-on-one meetings, group sessions, or video tutorials
- Train and assist faculty in the LMSs with setup and maintenance of technical course components including assessments, discussions, gradebooks, integration of external tools, and objects
- Create LMS orientation resources for students and faculty including but not limited to:
  - Email new faculty teaching on Moodle outlining important information, resources, support avenues and dates
  - Develop and update eLearning FAQs for faculty and students as needed
  - Update and maintain Instructor Orientation course on Moodle and Brightspace (upload training videos and tutorials, announce training opportunities)
C. Instructional Design/Multimedia Activities

- Develop training resources for students to support the use of Brightspace and Moodle
- Participate in student orientation to respond to questions about Brightspace and Moodle
- Participate in faculty orientation to provide information on use of Brightspace and support
- Develop resources (video, docs etc.) to support faculty in the use of Brightspace and Moodle
- Coordinate Brightspace and eLearning training events for faculty
- Share information with faculty about upcoming Brightspace, Moodle and eLearning training opportunities
- Develop training material on eLearning best practices
- Provide new faculty with Brightspace sandboxes and/or Moodle test courses
- Meet with faculty one-on-one to assist with the use of Brightspace and Moodle tools and features
- Coordinate and track Zoom accounts for faculty teaching hybrid courses
- Update Zoom resources and support contacts in Moodle for faculty
● Edit course content to incorporate accessibility standards and student-centric approaches
● Ensure all course content, including multimedia assets have the proper level of accessibility as required by AODA and other quality assurance standards
● Coordinate and maximize usage of Teaching and Learning Centre and associated equipment
● Develop multimedia assets and online resources that support the use of technology in teaching
● Create learning assets for course integration
● Produce original video productions, learning objects, course material, web pages, graphical user interfaces, and animations
● Maintain and sustain previously developed assets by managing the collection and storage of source files and finished projects
● Support the integration of multimedia with the LMSs by troubleshooting issues and configuring content as required

WORKING CONDITIONS:

● Physical Effort
  ○ Minimal - long periods of time spent in the same position (e.g. sitting at computer)
● Physical Environment
  ○ Minimal exposure to disagreeable conditions
● Sensory Attention
  ○ Moderate - Demand for results and accuracy, demands made simultaneously, multi-tasking and adherence to deadlines
● Mental Stress
  ○ Moderate - Occasional non-regular hours to support course delivery, pressure for deadlines and supporting stakeholders

MINIMUM QUALIFICATIONS:

● Undergraduate degree related to Education, Instructional Design, Instructional Technology, Education Technology and eLearning
● Minimum three years relevant work experience in online instructional design and digital media production in higher or adult education required
● Demonstrated ability to apply adult learning principles, best practices in instructional design, and learner-centred pedagogical approaches
Extensive experience with a range of learning technologies and an ability to identify optimal solutions for different learning solutions

- Technical capabilities with Adobe Creative Suite, Learning Management Systems (specifically, Moodle and Brightspace), Camtasia, Articulate, Wordpress and online video and audio creation tools required
- Experience and creativity in multimedia layouts and design, knowledge of colour design and design theory, and graphic design techniques required
- Demonstrated ability to work with various authoring applications in the context of teaching and learning between browsers and computers, and how multimedia impacts persons with special needs
- Demonstrated competence in MS Office (particularly Word and Excel) and G-Suite required
- Experience designing educational experiences and/or resources for Indigenous learners and/or other non-traditional student groups
- Excellent interpersonal and written English communication skills
- Excellent organizational and time management skills
- Creative and innovative thinker
- Ability to work with little or no supervision
- High attention to detail
- High demand for tact and professionalism to build relationships with colleagues, content experts and partners
- Commitment to and understanding of Algoma University’s Special Mission and The Seven Grandfather Teachings
- Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).
In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.