STAFF VACANCY ANNOUNCEMENT

eLearning Specialist

Department: Technology Services  
Position: Part-time (20 hours per week)  
Wage: $15.00 per hour plus benefits  
Union Affiliation: Montana Public Employees Association  
Posting Date: July 2014

Description

The eLearning Specialist will primarily provide learning management system (Moodle) support through a review of online courses, development of training materials, and support of faculty. The specialist may support additional academic technologies used in online teaching. The position will report to the Director of eLearning and will work closely with faculty, the School of Outreach, and Technology Services. This is a part-time (20 hours per week) position. Continuation of this position is dependent upon funding. There is potential for the position to become full-time.

Qualifications

Required:

- Bachelor’s degree.
- Familiarity with Moodle or other Learning Management Systems (LMS).
- Excellent oral and written communication skills.
- Demonstrated ability to maintain strict confidentiality and work on projects independently.

Preferred:

- Master’s degree in instructional technology, education, or related field.
- Higher education teaching experience.
- Online teaching experience.
- Knowledge of instructional design models.
- Experience with Camtasia Relay, Adobe Creative Suite, and other academic technologies.
- Experience providing one-on-one and group training.

Responsibilities

Learning Management System (Moodle) support:

- Troubleshoot Moodle issues for faculty and students.
- Provide one-on-one training for the development of online courses.
- Assist with Moodle training workshops for faculty.
- Develop training materials for Moodle to help with faculty development and aid in support.
Online Course Review:

- Use the Online Course Review rubric to review online courses.
- Work with faculty to design or redesign courses following the course review process.
- Work with the Director of eLearning and eLearning Committee to modify the online course review rubric and process if/when necessary.

Application

To apply, submit a resume, a letter of application, which specifically addresses the qualifications and responsibilities described above, and the names, addresses, and phone numbers of three professional references. Submit application materials by September 5, 2014.

Send application materials to:

Jessica Winans  
The University of Montana Western  
710 South Atlantic St. Campus Box 89  
Dillon, Mont. 59725-3598

Contact 683-7536 with additional questions or email jessica.winans@umwestern.edu


The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion-learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.