



Learning Management System (LMS) Coordinator

Tabor College seeks a full-time LMS Coordinator. The LMS coordinator will oversee and administer the online learning software platform (Canvas) for all Tabor College online classes. The LMS Coordinator is a member of the college's IT department and reports to the Director of IT Operations.

Job Duties

- Oversee and administer the online learning management software platform (Canvas)
- Understand the intricacies of Canvas and oversee upgrades, technical issues, and support calls.
- In conjunction with the Director of IT Operations, manage the integration between Canvas and Jenzabar CX.
- Train faculty, staff, and students on resolving issues related to Canvas.
- Copy and populate courses and provide any other technical expertise necessary to ensure online classes begin on time each semester.
- Perform necessary maintenance to ensure quality, consistency, smooth operation and functionality of the college' learning management system.
- Support of related technologies (Zoom, TurnItIn, Atomic Learning, SurveyMonkey).
- Assure compliance with accessibility and copyright laws, as well as best practices in instructional design.
- Other duties as assigned by the Director of IT Operations.

Qualifications

Required

- Bachelor's Degree from a 4-year, accredited institution
- Significant technical experience demonstrated through education or work experience
- Attention to detail, analytical skills, and the ability to work on your own with limited supervision
- Agreement with the Mennonite Brethren confession of faith
- Demonstrated commitment of one's life to Jesus Christ and to Christian ministry

Preferred

- Prior LMS experience, particularly with Canvas and related technologies
- Master's degree in a related field

- Relocation to either Hillsboro or Wichita is strongly preferred, although telecommuting could be arranged for an exceptionally well-qualified candidate

Compensation

This position offers a competitive salary benchmarked to industry standards. Additional benefits include health, dental, and vision insurance, up to 20 days of vacation per year, and a 403(b) plan with a 5% college contribution after the first year.

For More Information or To Apply

Send a resume and cover letter to ruthf@tabor.edu or call 620-947-3121 x1050. Review of applications will begin immediately and continue until the position is filled. The college plans to fill the position in time for a January 2 start date, but arrangements can be made for a later start date for the right candidate.

About Tabor

Tabor College is a fully-accredited, Christian liberal arts college with campuses in Hillsboro and Wichita, Kansas.

Tabor's main campus, located in Hillsboro, Kansas, offers a warm and welcoming rural community of 3,000 with an outstanding cost of living. The nearby towns of Newton and McPherson provide attractive shopping and cultural opportunities with all the amenities of a major metropolitan area only 45 miles away.

Tabor College - Wichita (TCW) is located in the prestigious Reflection Ridge neighborhood of Northwest Wichita, Kansas's largest city. Conveniently located to shopping, dining, and entertainment, TCW offers the best of big city living, while maintaining the family-friendly atmosphere for which the Midwest is famous.