GRAYS HARBOR COLLEGE

GRAYS HARBOR COLLEGE
invites applications for the position of:

E-Learning Coordinator

SALARY: $55,292.00 /Year

OPENING DATE: 02/14/18

CLOSING DATE: Open until filled. Guaranteed consideration to the first review date of 3/18/18.

DESCRIPTION:
Grays Harbor College, located on a picturesque 120-acre site overlooking the town of Aberdeen WA and its seaport on the edge of the Pacific Ocean, invites applications for a full-time E-Learning Coordinator. As a part of the Library, e-Learning and Learning Support Services team, the E-Learning Coordinator is responsible for administering learning and instructional technologies for all GHC's e-Learning (online and hybrid) course offerings. The ELC supports and advocates use of learning-centered technology and will regularly demonstrate how technology positively affects learning and teaching. This is a full-time, administrative position that reports to the Associate Dean for Library, e-Learning, and Learning Support Services.

Grays Harbor College is a student-centered institution where faculty and staff share a commitment to inspiring academic achievement, preparing an excellent workforce, and fostering personal growth by providing outstanding educational and cultural opportunities for students from diverse backgrounds.

Grays Harbor College has an excellent benefits package to include comprehensive health care insurance, primary and supplemental retirement programs, long-term disability insurance, vacation and sick leave, and employee tuition waivers. All administrative exempt staff at Grays Harbor College set aside 1% of their gross salary every pay period for a Voluntary Employee Benefit Association (VEBA) pre-retirement medical expense account that is used to reimburse the exempt employee for out of pocket medical expenses. All exempt employees are required to participate in this program.

EXAMPLES OF DUTIES:
- Administer the Learning Management System adopted by GHC (currently Canvas), and other systems relevant to e-Learning.
- Provide training for faculty and students in group, individual, and online settings, on the use of e-learning technologies.
- Provide routine support for faculty and students using e-learning technologies; troubleshoot.
- Assist faculty to design and deliver high quality e-Learning in all environments.
- Assist faculty to provide opportunities for regular and substantive interactions between faculty and students in e-Learning environments.
- Stay current with and recommend existing or developing instructional technologies to address GHC's changing needs (e.g., remote test proctoring methods and software, lecture-capture tools, online conferencing or meeting tools.)
- Collaborate on a daily basis with other members of Library and Learning Support Services faculty and staff to create a successful learning environment for students.
- Assist the Associate Dean in such tasks as ongoing assessment of online course offerings, building quarterly and annual course schedules, and managing state authorizations for online learning programs.
- Collaborate with Information Technology Department's personnel to ensure e-Learning technology tools function properly with other campus systems.
- Represent the College at quarterly meetings of the Washington State E-Learning Council (ELC), actively participate in ELC online discussions, workshops, and projects, and recommend campus actions needed to comply with State directives delivered at those meetings.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:
- BA or BS from regionally accredited college or university
- Demonstrated experience working with online technologies and services in educational settings, including online course management systems and integration of externally provided software packages
- Demonstrated experience with quality assurance programs like Quality Matters
- Two years of online teaching experience

PREFERRED QUALIFICATIONS:
- MA or MS from regionally accredited college or university
- Two years recent, relevant work in the fields of curriculum design and eLearning strategies
- Experience administering an online Learning Management System in a Higher Education environment

SUPPLEMENTAL INFORMATION:
This position is open until filled, guaranteed consideration to 1st review date of 3/18/18. In addition to the GHC online Application you will need to submit the following materials. Incomplete applications will not be accepted or considered.
- Letter of application addressing your qualifications for the position.
- Resume
- Contact information for 3 professional references.
- Transcripts of all college work completed. Unofficial copies are acceptable, official copies will be required at time of hire.

PROCESS NOTE: Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, genetics or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223

APPLICATIONS MAY BE FILED ONLINE AT:
http://agency.governmentjobs.com/ghc/default.cfm

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Position #00323
E-LEARNING COORDINATOR
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